35°

App. F. IX-4

Previous References.

50-51
(B.)

File No. 29-50

Serial Nos. 1, 2

Later References.

GENERAL AND REVENUE SECRETARIAT

Serial Nos. Two.

Part B for April 1950

SUBJECT

Decentralisation of Powers & Greater efficiency and despatch of work.

O.M. No. 1227-1236/CM/29-50-2 of 25 April 1950
Secretaries to Govt.

WD 010861—GPB—25,000—18-9-50

Decentralisation of powers, greater efficiency & despatch of work.
Meeting to be held on 21/4/50.

General and Revenue Secretariat

File No. 402/CB of 195

[App. F. III-2

WD 07558—GPB—1,000—28-1-50

Serial No.

An O.M. requesting the
It is ... ...port to send list of matters
to ... ...centralisation of powers, Con-
were rec... ...Heads of Deptt., ~~was issued~~
Secretar... ...int. was issued on 10/4/50.
were m... ...information is received from
Dir A... ...Secretaries. It is not known
note... ...e P.C. to chief Sec. has kept
...n instructions. This may be
Subd ... P.C. to chief Secretary.
Pr...
Sec &
the ...
366
of ...
...
20/...
21/4.

Reports since received from Dev. Sec., and the R.C. have been sent to the Dir of E.A. as per orders of the chief Secretary on the receipts. There is no information as to what further action is to be taken in the matter.

22/4.

3) Please remind the other Secretaries if the reply has not been received from them; after ascertain the same from P.C.

22.4.50.

22/4/50

Rem. sent.

4) May be sent to P.C. to chief Secretary

P.C. to Ch. Secy.

22/4.

Submitted.

24.4.50.

5) One received from the Rev Secy was sent to Dir of E.A. on 22.4.50. 24.4.50.

NOTE—Contn. Sheet

Decentralization of powers + greater efficiency -

File No 40 2/49 195 .

General and Revenue Secretariat

Serial No.

6) Draft in joint mtg for consideration
Reference Para 3.

7) Issue
ccmR
25/4/50

24.4.50.

No. 1227-1236 / GB 29-50-2 dt
25-4-50 to the Secretaries to Govt. reminds to
expedite the forwarded officer proposal

(50)

Decentralisation of Powers

4025 420(a)/CB

[App. F. III-2

General and Revenue Secretariat | File No. | of 19

WD 06071—GPB—25,000—29-6-49

Serial No.

8) Extract from file bearing D. No. 420/CB (555 A.7.) re: proposals of Food and Agriculture Secretary.

9) Para 17 " may be sent to Director of S.A. for tabulation"

10) Para 12 " Have all Secretaries sent their proposals now!"

Intd K.S. 24/4/50.

Intd. K.M.R. 24/4/50.

11) Proposals have been so far, received only from the Dev Sey. Ofc Branch, the R.E. and the Sey Food and Agr. All these have been sent to the Director of S.A. as per order of the Chief Secretary on those proposals. On another file bearing D. No 402/CB the P.E. to ch. sey has noted that proposals received from the Revenue Secretary have been sent to the Dir of S.A. Draft reminder to other Secretaries to Govt was submitted yesterday for approval. Submitted for perusal and order.

A

25/4

12) Please link this with the file referred to at 'A'.

25.4.50.

14) Reminders have been sent to the secretaries. The main file is ~~placed below~~ attached to this

25/4.

15) The receipt of replies may be watched

(6) yes

25/4/50

25.4.50.

NOTE—Contn. Sheet.

(50) Decentralisation of Powers

File No. 420/ES 5 661/CB of 19 . General and Revenue Secretariat

Serial No.

17) No proposals have been received from the other Secretaries. For orders whether they may be reminded again as receipt of replies awaited

18) Please put up a D.O. to Dir. E.A. asking for progress up to date.

3/5/50

3.5.50.

19) Draft is put up for approval

Chief Secy)

3/5/50.

20) Done 4/5/50

21)

4/5

3.5.50.

CHIEF SECRETARY 1138 4 MAY 1950 GOVT. OF MYSORE

ISSUED vide D.O. 1589/CB-17 5/5/50 to the Dir of E.A., Mysore, enquiring whether proposals have been recd. from all the Depts and when the matter could be taken up for finalisation

from the Dir. of E.A. No. 42/50-M. 17 8/5/50. States that the work would be completed by 15th inst.

22) Order of the Chief Sec on the letter "I shall do this. But to Dir of E.A. to see me with ~~this~~ lists".

23) Draft letter to the Dir of E.A. is put up for approval

24) Please put up fair draft.

9/5.

25) Fair draft is put up.

9.5.50.

10/5.

26) Done 10/5/50.

10.5.50.

(50)

General and Revenue Secretariat

Decentralisation of Powers

File No. 661 of 19

[App. F. III-2

WD 06071—GPB—25,000—20-6-49

Serial No.

No. 1845 UB A) 12/5/50

To the Dir. of A.C. & A.

request to intimate his Asst. to see the Ch. Sey to receive instructions in the matter.

2a) In his letter A) 8/5/50. from the Dir of E.A & A.C. he had said that the tabulation and finalisation of the work may be complete by 15th. So far no information is received here in the matter. It is also not known whether the Asst. to Dir. of E.A received instructions from the Ch. Sey. and whether the proposals from the remaining depts have been recd. For orders whether the Dir of E.A may again be addressed in the matter and the Secretaries to Govt reminded

18/5 2c) It is understood that a meeting is being held today in the Chief Secretary's Chambers.

(Chief Secy) 18.5.50.

2a) KMR 18/5/50

30) The Asst. was duly instructed

19/5 KMR 19.5.50.

No further action appears to be necessary in CB. If approved the file will be closed.

KMR 19.6.50

10/6/50.

10.6.50.

CHIEF SECRETARY 1583 19 MAY 1950 GOVT OF MYSORE

NOTE—Contn. Sheet.

661/1341/3501/CB

Decentralisation of Powers.

File No. ~~of 19~~

General and Revenue Secretariat

Serial No. 3501

Dir. of Estates will be at Mysore (Summer). Dir. of E.A. to be asked to contact C.M. and have "Decentralisation Report" included in the Agenda for that mtg.

CB)

16/9

16/9/50

Dir, E.A. has been informed

Please prepare draft letter also

Sri H.P.D.

Recd 20/9

16.9.50.

HOD 20/9.

Desnal Secy.

21.9.50

20-9-50.

No. 8928/CB. dt. 21-9-50.

To the Dir. of Ag. & E.A.

From the Dir. of Ag. & E.A.

No. S.A. 521/50-51. dt 23-9-50.

States the report is under preparation & will be ready by the end of this month & that the Rev Sec has been addressed to include this in the agenda for the officers meeting at Mysore.

Submitted for perusal

Chief Secy)

HOD 26/9/50.

26-9-50.

27.9.50

CM 27/10/50

CHIEF SECRETARY 5991 29 SEP 1950 GOVT. OF MYSORE

Immediate.

10/4/50

602

O.M. 535-544/CD29-50

1. Chief Secretary to Government.
2. Revenue Commissioner.
3. Financial Secretary to Government.
4. Excise Commissioner in Mysore.
5. Deputy Commissioner Bangalore District.
6. Director of Efficiency Audit & Anti-corruption.

A small Committee consisting of the marginally noted officers has been set up to examine the proposals for the Decentralisation of powers and ~~secure~~ greater efficiency and despatch of work, that were made at a meeting of Heads of Departments held in February 1948 at which the Chief Minister presided.

This Committee met on the 8th and 9th of April 1950. It is considered necessary that it would help towards a thorough examination of the entire range of possibilities of decentralisation, if the Committee were not only to ~~draw~~ consider the suggestions already ~~put forward~~ before it, but also to invite each Head of the Department and Secretary to Government dealing with matters of that particular department, to attend the meetings of the Committee and to give them the benefit of their views.

Prior to doing this, it is suggested that each Secretary to Government should request the Heads of Departments dealing with him to meet him and discuss all aspects of the questions with special reference to the powers delegated

to Heads of Departments under Appendix ~~22~~ XXII of M.C.A.C. Vol.II, and after such a preliminary discussion and ~~catalogue~~ listing of points, the Committee may then go into the matters contained in ~~such a~~ that list, with the help of the Secretary and the Head of the Department concerned.

It is therefore requested that Secretaries to Government will kindly write to the respective Heads of Departments, arrange for meetings and prepare these lists within the course of the next week or ten days. The completed lists are expected to reach the undersigned before the 20th instant positively as the Committee proposes to sit from the 21st of April onwards from day to day and ~~almost every day to~~ examine these questions. It is therefore requested that this matter may be given the highest priority.

B.O.

10/4/50

Chief Secretary to Govt.

The Secretaries to Govt

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat,

No. 535-544/C.B.29-50-1 *Dated Bangalore,* 10th April.....*19* 50.

OFFICIAL MEMORANDUM.

A small Committee consisting of the marginally noted Officers has been set up to examine the proposals for Decentralisation of powers and greater efficiency and despatch of work, that were made at a meeting of Heads of Departments held in February 1948 at which, the Chief Minister presided.

1. Chief Secretary to Government.
2. Revenue Commissioner in Mysore.
3. Financial Secretary to Government.
4. Excise Commissioner in Mysore.
5. Deputy Commissioner, Bangalore District.
6. Director of Efficiency Audit & Anti-Corruption.

This Committee met on the 8th and 9th of April 1950. It is considered necessary that it would help towards a thorough examination of the entire range of possibilities of decentralisation, if the Committee were not only to consider the suggestions already before it, but also to invite each Head of the Department and Secretary to Government dealing with matters of that particular department, to attend the meetings of the Committee and to give them the benefit of their views.

Prior to doing this, it is suggested that each Secretary to Government should request the Heads of Departments dealing with him to meet him and discuss all aspects of the questions with special reference to the powers delegated to Heads of Departments under Appendix XXII of M.C.A.C. Volume II, and after such a preliminary discussion and listing of points, the Committee may then go into the matters contained in that list, with the help of the Secretary and the Head of the Department concerned.

It is therefore requested that Secretaries to Government will kindly write to the respective Heads of Departments, arrange for meetings and prepare these lists within the course of the next week or ten days. The completed lists are expected to reach the undersigned before the 20th instant positively as the Committee proposes to sit from the 21st of April onwards, from day to day and examine these questions. It is therefore requested that this matter may be given the highest priority.

By Order of His Highness the Maharaja.

Sd.K.Sreenivasan,
Chief Secretary to Government.

To-The Secretaries to Government.

GOVERNMENT OF [illegible] STATES

General and Revenue Department,

No. [illegible]-[illegible]-29-30-1 Dated [illegible], 1949 [illegible] 1949.

OFFICIAL MEMORANDUM

All Co-ordination Committees of the [illegible] mentioned Ministries

1. Chief Secretary to Government.	[illegible] set up to examine the proposals for
2. [illegible] to Minister in [illegible].	the reorganisation of [illegible] and greater
3. Financial Secretary to Government.	efficiency and economy of work, that
4. [illegible] to Minister in [illegible].	were made at a meeting of Heads of Depart-
5. [illegible] Corporations, [illegible] Authorities.	ments held in February 1949 at which, the
6. Director of Inspection, Audit & Anti-Corruption.	

Chief Minister presided.

The Committee met on the [illegible] and [illegible] of April 1950. It is considered necessary that it would help [illegible] a thorough examination of the entire range of possibilities of decentralisation, if the Committee were not only to consider the suggestions already before it, but also to invite each Head of the Department and Secretary to Government dealing with matters of that particular department, to attend the meetings of the Committee and to give them the benefit of their views.

Prior to doing this, it is suggested that each Secretary to Government should request the Heads of Departments dealing with him to meet him and discuss all aspects of the questions with special reference to the powers delegated to Heads of Departments under Appendix XVII of "G.O." Volume II, and after such a preliminary discussion and listing of points, the Committee may then go into the matters contained in that List, with the help of the Secretary and the Head of the Department concerned.

It is therefore requested that Secretaries to Government will kindly write to the respective Heads of Departments, arrange for meetings and prepare these lists within the course of the next week or ten days. The completed lists are expected to reach the undersigned before the 20th instant positively as the Committee proposes to sit from the 21st of April onwards, from day to day and examine these questions. It is therefore requested that this matter may be given the highest priority

By Order of His Highness the Maharaja,

Sd. K. Sreenivasan,
Chief Secretary to Government.

To
The Secretaries to Government.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat,

No. 535-544/C.B.29-50-1. *Dated Bangalore,* 10th April 1950.

OFFICIAL MEMORANDUM.

A small Committee consisting of the marginally noted Officers has been set up to examine the proposals f for Decentralisation of powers and greater efficiency and despatch of work, that were made at a meeting of Heads of Departments held in February 1948 at which, the Chief Minister presided

1. Chief Secretary to Government.
2. Revenue Commissioner in Mysore.
3. Financial Secretary to Government.
4. Excise Commissioner in Mysore.
5. Deputy Commissioner, Bangalore District.
6. Director of Efficiency Audit & Anti-Corruption.

This Committee met on the 8th and 9th of April 1950. It is considered necessary that it would help towards a thorough examination of the entire range of possibilities of decentralisation, if the Committee were not only to consider the suggestions already before it, but also to invite each Head of the Department and Secretary to Government dealing with matters of that particular department, to attend the meetings of the Committee and to give them the benefit of their views.

Prior to doing this, it is suggested that each Secretary to Government should request the Heads of Departments dealing with him to meet him and discuss all aspects of the questions with special reference to the powers delegated to Heads of Departments under Appendix XXII of M.C.A.C. Volume II, and after such a preliminary discussion and listing of points, the Committee may then go into the matters contained in that list, with the help of the Secretary and the Head of the Department concerned.

It is therefore requested that Secretaries to Government will kindly write to the respective Heads of Departments, arrange for meetings and prepare these lists within the course of the next week or ten days. The completed lists are expected to reach the undersigned before the 20th instant positively as the Committee proposes to sit from the 21st of April onwards, from day to day and examine these questions. It is therefore requested that this matter may be given the highest priority.

By Order of His Highness the Maharaja.

Sd.K.Sreenivasan,
Chief Secretary to Government.

To-The Secretaries to Government.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat,

No. 535-544/C.B.29-50-1 *Dated Bangalore,* 10th April 1950.

OFFICIAL MEMORANDUM.

A small Committee consisting of the marginally noted Officers has been set up to examine the proposals for Decentralisation of powers and greate efficiency and despatch of work, that were made at a meeting of Heads of Departments held in February 1948 at which, the Chief Minister presided.

1. Chief Secretary to Government.
2. Revenue Commissioner in Mysore.
3. Financial Secretary to Government.
4. Excise Commissioner in Mysore.
5. Deputy Commissioner, Bangalore District.
6. Director of Efficiency Audit & Anti-Corruption.

This Committee met on the 8th and 9th of April 1950. It is considered necessary that it would help towards a thorough examination of the entire range of possibilities of decentralisation, if the Committee were not only to consider the suggestions already before it, but also to invite each Head of the Department and Secretary to Government dealing with matters of that particular department, to attend the meetings of the Committee and to give them the benefit of their views.

Prior to doing this, it is suggested that each Secretary to Government should request the Heads of Departments dealing with him to meet him and discuss all aspects of the questions with special reference to the powers delegated to Heads of Departments under Appendix XXII of M.C.A.C. Volume II, and after such a preliminary discussion and listing of points, the Committee may then go into the matters contained in that list, with the help of the Secretary and the Head of the Department concerned.

It is therefore requested that Secretaries to Government will kindly write to the respective Heads of Departments, arrange for meetings and prepare these lists within the course of the next week or ten days. The completed lists are expected to reach the undersigned before the 20th instant positively as the Committee proposes to sit from the 21st of April onwards, from day to day and examine these questions. It is therefore requested that this matter may be given the highest priority.

By Order of His Highness the Maharaja.

Sd.K.Sreenivasan,
Chief Secretary to Government.

To-The Secretaries to Government.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat,

No. ..... Dated Bangalore, ...194

535-546/G.D 29-50-1 10th April 50

OFFICIAL MEMORANDUM.

A small Committee consisting of the marginally noted officers has been set up to examine the proposals for Decentralisation of powers and greater efficiency and despatch of work, that were made at a meeting of Heads of Departments held in February 1948 at which the Chief Minister presided.

1. Chief Secretary to Government
2. Revenue Commissioner
3. Financial Secretary to Government
4. Police Commissioner to Mysore
5. Deputy Commissioner, Hemavathi District
6. Director of Efficiency Audit & Anti-corruption.

This Committee met on the 5th and 6th of April 1950. It is considered necessary that it would help towards a thorough examination of the entire range of possibilities of decentralisation, if the Committee were not only to consider the suggestions already before it, but also to invite each Head of the Department and Secretary to Government dealing with matters of that particular department, to attend the meetings of the Committee and to give them the benefit of their views.

Prior to doing this, it is suggested that each Secretary to Government should request the Heads of Departments dealing with him to meet him and discuss all aspects of the questions with special reference to the powers delegated to Heads of Departments under Appendix XXII of M.C.A.C Vol. II, and after such a preliminary discussion and testing of points, the Committee may then go into the matters contained in that list, with the help of the Secretary and the Head of the Department concerned.

It is therefore requested that Government will kindly write to the respective Heads of Departments, arrange for meetings and prepare these lists within the course of the next week or ten days. The enclosed lists are extract from the [illegible] for the [illegible] in relation to the Committee proceeds to fix from the list of [illegible] canvass from day to day and [illegible] these questions. It is therefore requested that this matter may be given the [illegible] priority.

By Order

Sd/- Sam. Ramakrishnaiya
Chief Secretary to Government.

To

The Secretary to Government

Appendix F G—1]

SUBJECT.....

.....

.....

Diary No. of letter replied to .....

Section

File No.

Immediate. Serial No.

No.

To O.M.

General and Revenue Secretariat

( )

the 19

~~Kind~~ Reference ~~of~~ of ~~Secretaries to Govt.~~ ~~the Secretaries to Govt.~~ is invited to O.M. No. 535-44/CB 29-50-1 dt 10/4/50 regarding ~~the~~ proposals for Decentralisation of powers and greater efficiency and despatch of work, and it is regretted that they have not yet sent up their proposals though they were requested to send them before the 20th inst positively. ~~Even now they are requested to~~ and that this matter be given highest priority

Date of issue.....

Signed by.....

List of enclosures.....

Copied by.....

Examined by.....

WD 06818—GPB—25,000—9-7-49

P. T. O.

Secretaries to Govt are reminded that replies are overdue and ~~Even now they~~ have requested to arrange to send the proposals together with the lists as suggested in the said OM. without further loss of time, in case they have not been sent already.

25/4/50.

for Chief Secy to Govt

To
The Secretaries to Govt
(Except Rev. & Dev. Secies)

24.4.50

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat,

No. 1227-1236/CB29-50-2

Dated Bangalore, 25th April *19* 50

IMMEDIATE.

OFFICIAL MEMORANDUM.

Reference is invited to Official Memorandum No.535-544/C.B.29-50-1 dated 10th April 1950, regarding proposals for Decentralisation of Powers and greater efficiency and despatch of work.

Secretaries to Government are reminded that replies are overdue and are requested to arrange to send the proposals together with the lists as suggested in the said Official Memorandum without further loss of time, in case they have not been sent already.

K.M. Ramakrishnaiya
FOR CHIEF SECRETARY TO GOVERNMENT

To - The Secretaries to Government

CPG/20.

Appendix F. G.—1]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the 19

Date of issue.....

Signed by.....

Section

File No.

Serial No.

D.O. No. 1589

No. 57/5/50

~~To~~

Dear Sir,

I am desired to invite ~~your~~ reference to the several proposals made by Hds. of Depts. on Decentralisation of powers, sent to you from time to time for tabulation and to request you to intimate the progress made in compiling the reports ~~on the matter~~ ~~up to date~~ and ~~also~~ in particular whether proposals have been received from all the Depts. and when the matter could be taken up for finalisation.

Yours sincerely

4/5

amR 4/5/50.

To The DSR of E.N. (by name)

List of enclosures.....

HM 3/5/50.

Copied by.....

3.5.50.

Examined by.....

D.O. No. 1589/CB.

5th MAY, 1950.

Dear Sir,

I am desired to invite reference to the several proposals made by Heads of Departments on Decentralisation of powers, sent to you from time to time for tabulation and to request you to intimate the progress, made in compiling the reports and in particular whether proposals have been received from all the Departments and when the matter could be taken up for finalisation.

Yours sincerely,

Sri K.Henjarappa, B.A., B.L.,
Director of Efficiency Audit
and Anti-corruption,
Bangalore.

661/C.B. Sri H.V.D.

K. HENJERAPPA, B.A., B.L.,
Director of Anti-Corruption and Efficiency Audit.

BANGALORE,

Dated the May 8, 1950.

D. O. No. 42/50-51
Encl. one list.

GENERAL & REVENUE SECRETARIAT
9 MAY 1950
CONFIDENTIAL BRANCH.

Dear Sir,

Decentralisation of Powers.

*****

With reference to your D.O. letter No.1589/C.B. dated 5th May 1950 regarding the above subject, I am enclosing a list showing (1) Proposals tabulated and placed before the Sub Committee on the 5th of May 1950, (2) Proposals received and being tabulated, (3) Heads of Departments who have not asked for any enhanced powers peculiar to their Department, and (4) Heads of Departments from whom proposals have not yet been received.

As decided in the meeting of the Sub Committee on the 5th, Notices to concerned Heads of Departments and Secretaries to Government, in respect of the Tabulated proposals, have been issued intimating the proposed meeting on the 18th, 19th and 20th instant and requesting them to keep these dates free. The subjects to be taken up for discussion and the officers required to be present on the three days will have to be decided and intimation sent to those concerned.

As regards the time that may be taken to tabulate and finalise the proposals so far received, I may say, that in all probability the work may be completed by about the 15th instant.

The Heads of Departments from whom proposals have not so far been received may have to be reminded through the respective Secretaries to expedite the forwardal of the proposals.

Yours sincerely,

K. Henjerappa
8/5

Sri.K.Srinivasan, B.Sc.,
Chief Secretary to Government,
Bangalore.

PROPOSALS TABULATED AND PLACED BEFORE THE SUB COMMITTEE ON THE 5TH OF MAY 1950.

....

1. The Revenue Commissioner in Mysore.
2. The Director of Food Supplies in Mysore.
3. The Commissioner for Food Production in Mysore.
4. The Excise Commissioner in Mysore.
5. The Commissioner of Stamps in Mysore.
6. The Senior Surgeon in Mysore.
7. The Board of Management of Industrial Concerns.
8. The Director of Industries & Commerce - regarding administration of Industrial Concerns.
9. DO regarding Departmental Administration.
10. The Director of Agriculture in Mysore.
11. The Chief Conservator of Forests in Mysore.
12. The Director of Animal Husbandry.
13. The Director of Sericulture in Mysore.

PROPOSALS RECEIVED AND BEING TABULATED.

1. The Inspector General of Police in Mysore.
2. The Registrar, University of Mysore.
3. The Director of Public Health in Mysore.
4. The Commissioner for Rural Development.
5. The Director of Public Instruction in Mysore
6. The Director of Printing and Stationery.
7. The Director of Archaeology.
8. The Controller of Civil Supplies in Mysore.
9. The Commissioner for Economic Development and Planning.
10. The Registrar of Co-operative Societies (The statement being illegible has to be returned).

HEADS OF DEPARTMENTS WHO HAVE REPLIED THAT NO SPECIAL ENHANCED POWER NEED BE DELEGATED TO THEM.

1. The Labour Commissioner.
2. The Traffic Board.

HEADS OF DEPARTMENTS FROM WHOM PROPOSALS HAVE NOTSO FAR BEEN RECEIVED.

1. The Principal Information Officer.
2. The Inspector General of Prisons in Mysore.
3. The Director of Geology.
4. The Chief Electrical Engineer.
5. The Chief Engineer.
6. The Special Chief Engineer (G.M.F.)
7. The Director, Sandalwood Oil Factory.
8. The Chief Inspector of Mines and Explosives.
9. The Superintendent of Land Records, Survey and Settlement.
10. The Secretary, Mysore Government Insurance Department.
11. The Commissioner, Bangalore Corporation.
12. The Public Service Commissioner.
13. The Director of Civil Aviation.

8/5-

GOVERNMENT ~~OF HIS HIGHNESS THE MAHARAJA~~ OF MYSORE.

No. 1845/CR

General and Revenue Secretariat,

Dated Bangalore, 12-5 *19* 50

FROM

Chief
The/Secretary to the Government of
~~*His Highness the Maharaja*~~ *of Mysore.*

To

The Director of Anti-Corruption & Efficiency Audit,
Bangalore.

Sir,

Subject: Decentralisation of Power.

...

With reference to your letter No.D.O.42/50-51 dated 8th May 1950 on the above subject, I am directed to request that your Assistant may please be advised to see the Chief Secretary with the list of subjects so far tabulated and to take instructions regarding the subjects to be taken up for discussion, the officers required to be present etc.

Yours faithfully,

12/5/50

Chief Secretary to Government.

LC/2

~~Dear~~ Sir,

Subject: Decentralisation of power.

With reference to your letter No.D.C.42/50-51 dated 8/5/50 on the above subject, I am directed ~~writing~~ to request that your Assistant may please be advised to see ~~me~~ the Chief Secy with the list of subjects so far tabulated and to take instructions regarding the subjects to be taken up for discussion, the officers required to be present etc.

Yours ~~sincerely,~~ faithfully,

10/5/50.
for Ch. Secy to Govt

Sri K.Henjarappa, B.A., B.L.,
Director of Anti-Corruption and
Efficiency Audit,
Bangalore.

10.5.50.

Appendix F G—1]

No. 4

SUBJECT.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the *194* .

Date of issue.....

Signed by.....

List of enclosures.....

Copied by .....

Examined by .....

Section

File No.

Serial No.

No. 8928/GA. Dt. 21. 9. 50

To

The Dir of AE & RA

Blore.

Sir,

Subject:- Decentralisation of Powers

In continuation of this office letter No. 18465/(GB. D) 2/5/50 on the above, I am directed to ~~state~~ request that action may be taken to expedite the ~~you may prepare a final report regarding~~ Decentralisation of powers ~~Contacting with the chief Minr.~~ and to have this subject included in the agenda for the officers meeting ~~at~~ during Dozara at Ngpal

WD 02703—GPB—17,000—28-4-48

Copy to Rev. Br. 20/9.

DCmR 21/9/50 for Ch. Secy.

GOVERNMENT OF MYSORE.

General and Revenue Secretariat,

No. 89281 CS.

Dated, Bangalore, 21. 9 *195*0

FROM

The Chief Secretary to the Government of Mysore.

To

The Director of Anti-Corruption & Efficiency Audit.
Bangalore.

Sir,

Subject: Decentralisation of powers.

***

In continuation of this office letter No.1845/C.B. dated 12th May 1950 on the above, I am directed to request that action may be taken to expedite the final report regarding Decentralisation of Powers and to have this subject included in the agenda for the Officers Meeting during Dasara at Mysore.

Yours faithfully,

21/9/50

Chief Secretary to Government.

LC/3

Copy to Revenue Branch)

3501/CB

No. EA 521/50-51

Encl.

OFFICE OF THE DIRECTOR OF ANTI-CORRUPTION
AND EFFICIENCY AUDIT

Bangalore, dated 23rd. September ...19 50

To
61

The Chief Secretary to the Government of Mysore,
Bangalore.

CHIEF SECRETARY
25 SEP 1950
GOVT. OF MYSORE

Sir,

SUBJECT:- Decentralisation of Powers.

In reply to your letter No.8928/C.B. dated 21st September 1950 on the above subject, I have the honour to state that the final proof of the Report regarding Decentralisation of Powers is under print and expected to be ready by the end of this month. The Revenue Secretary to Government is separately addressed to include this subject in the agenda for the Officers Meeting during Dassara at Mysore.

Yours faithfully,

K Hanjerappa
DIRECTOR 23/9/50

Special Meeting

U.O. 123/48-4

OFFICE OF THE DIRECTOR, EFFICIENCY AUDIT.

ORDER

Immediate

NOTE

A set of papers pertaining to the proposed meeting of Officers on 20.5.1949 is placed below for personal reference in connection with the meeting. Brief notes have been put up, where considered necessary, against the draft proposals so as to furnish readily the background and the reason for the proposals.

Similar sets of papers will be laid before the Dewan and the Hon'ble Minister at the meeting. Copies of draft proposals have, however, been submitted to them before this.

Chief Secy. 18.5.49

The agenda originally drawn up has been slightly amended as the Dewan, to whom I submitted the connected papers this morning, was pleased to suggest that the meeting might commence with a few opening remarks of his & those of the Chief Minister also, if he agrees.

[P.T.O.

Chief Secy. 19.5.49

CHIEF SECRETARY
24 NOV 1949
GOVT. OF MYSORE

Resumed at 2.30 p.m.

AGENDA
FOR THE MEETING OF THE HEADS OF DEPARTMENTS
AND SECRETARIES TO GOVERNMENT

20th May 1949

1. Opening remarks of the Dewan and the Chief Minister.
2. Consideration of the Draft proposals for expediting the Despatch of Government Business.
3. Consideration of measures necessary to secure prompt action on the part of departmental officers on the notes and reports of the Efficiency Audit Branch.

**

NOTES ON THE AGENDA

1. A meeting of the Secretaries to Government and certain Heads of Departments was held on 8-3-1948 at the Council Chambers under the presidentship of the Chief Minister and then Dewan-in-charge, for the consideration of the measures necessary for expediting the disposal of Government business. The proceedings of this meeting were printed and circulated to the Heads of Departments and other officers that attended the meeting, with a view to obtaining from them specific proposals for decentralisation of powers and generally for the quick despatch of Government business in all Government offices. The replies received from the various Heads of Departments have been put into the form of the Draft Proposals now printed and circulated. These draft proposals are divided into three categories -

1) Decentralisation of powers;
2) System of work in Government Offices; and
3) Personnel.

The specific proposals made in the Draft, along with such others as may be proposed and allowed for discussion are for consideration at the meeting.

2. The other subject for consideration at the meeting is the extent of response from the departmental officers to the notes and reports sent by the Efficiency Audit Branch. A note in this behalf mentioning how there have not only been delays on the part of certain subordinate offices in sending replies but failure to take prompt action on the observations and suggestions made, is placed below for perusal. It has been suggested that the Heads of Departments may be requested to issue urgent and specific instructions to their subordinate officers, asking them to take prompt action on the notes etc., sent by the Branch.

K. Srinivasan

1346/CB
Su HPD

DRAFT.

Dear Sir,

I have received your statements conveying proposals received from the Chief Engineer together with an explanatory note sent with your D.O., PW 1739 dated the 6th June, 1950.

It is found that in this note a lot of administrative matters, for example, insufficiency of staff, technical and otherwise, procedural difficulties, and other organisational details have been referred to. It is clear that the scope of the Sub Committee has not been understood properly. The func- of this Committee is mainly to deal with generally the improvement of efficiency and to consider delegation of powers of Govt., in order that many of the matters that now have to come to Government need not, and to that extent to minimise work at the Secretariat level. In the note you have sent, not only are these matters outside the scope of this Committee adverted to, but certain other matters dealt with further delegation as between the Chief Engineer and the Superintending Engineers and from the latter to the Executive Engineers. These matters had to be dealt with separately by the Government in the appropriate Secretariat, and cannot be taken up by the purview of the Committee.

I request you therefore kindly to send a list only of items in regard to which powers now exercised by the Government may be transferred to the Heads of Departments and to leave the other matters for separate consideration by Government.

Yours sincerely,

Sri B.S. Narasinga Rao, B.A., B.E.,
Secretary to Government,
P.W., & Elcl.Depts.,
Bangalore.

T52
Issued
4/6

CB
15/6/50

D.O No. PW 1739. / Encl. Statement & Note.

PUBLIC WORKS SECRETARIAT,

Dated, Bangalore, 6th June 1950 194

Dear Sir,

Decentralisation of powers and greater efficiency and despatch of work.

With reference to official Memorandum No.535-544/C.B.29-50-1 dated 10th April 1950, I am forwarding herewith the statement containing the proposals received in this connection from the Chief Engineer together with an explanatory note.

52.

PC. 115/66

Yours sincerely,

Sri K. Srinivasan, B.Sc.,
Chief Secretary to Government,
Bangalore.

N O T E.

The main causes for delay in the disposal of official work in this Department are the following:-

1. Want of adequate technical staff for Divisions, and Ministerial staff in the Central and Circle and Division Offices for preparation of estimates, scrutiny, correspondence etc.

Proposals for increasing the establishment will be submitted separately for orders of Government.

2. Delay in getting administrative sanction first and again technical sanction.

3. Delay in getting estimates countersigned by Officers of other Departments.

4. Scrutiny of estimates by the Auditor, P.W.D.

The scrutiny that is now exercised by the Auditor can, with expedition be exercised in the Offices of this Department only, in the Budget Branches, as was being done before the formation of the P.W.D. Audit Office. When the new Audit Office was constituted, the new procedure of scrutiny of estimates by the Auditor, P.W.D. was not agreed to by the Chief Engineers. Lot of avoidable delay is seen to occur by this new procedure and consequent delay occurs in getting sanction to estimates.

5. Scrutinising the estimates of other Departments in the Central Office only before they are administratively sanctioned by Government.

As even small estimates of other Departments are being referred to the Chief Engineer for scrutiny, there is a lot of delay which is due to/in adequate technical

staff in this office. It is therefore proposed to delegate powers to the Superintending and Executive Engineers to scrutinise estimates of other Departments upto the limit of their powers of sanction to estimates.

6. Inadequate powers of sanction of the Engineer Officers:

Proposals for enhancement of powers are embodied in the Note and statement attached.

7. Delay in Government in according sanction to estimates and tenders.

8. Want of trained Ministerial staff in sufficient numbers. The numbers of Superintendents and Senior Clerks have to be suitably increased to facilitate proper supervision and training of juniors. Departmental Examinations have to be prescribed.

The sanctioned strength for the several Administrative and the Divisional Offices was fixed long back. The strength in all offices has to be suitably increased permanently to cope up with the increased in work (1922 compared with 1948).

9. Delay in getting sanction to establishments, the cost of which is chargeable to estimates:

In the case of establishment chargeable to works, provision for which is made in the concerned estimates; the present procedure is to apply for sanction to such establishments after the estimates for the work are sanctioned. This entails delay in getting sanction to establishment, posting and starting of the works. It is therefore, necessary in such cases, to convey sanction to the establishment, furniture and equipment also simultaneously with sanction to the estimates.

10. It is necessary to have standard A.R. estimates for roads and buildings, as these contain items of routine nature.

11. A Steno-typist has to be posted to each Division Office to expedite despatch of work. The telephone conversations have to be recorded at every stage particularly those concerning approvals, sanctions and all questions pertaining to accounts.

12. A central designing branch under the direct control of the Chief Engineer with the assistance of an Executive Engineer may be constituted to standardize all plans required for various departments in the State. This is being done by the Government Architect for the present who is already having heavy work.

The powers that are now being exercised by the Chief, Superintending and Executive Engineers are given in the enclosed statement.

These powers require to be enhanced as proposed therein vide column .. for the following reasons:

1) Owing to the abnormal increase with cost of materials and labour by at least three to six times compared to what it was during the pre-war days, practically all the estimates go beyond the powers of sanction of all these officers, and they have therefore to be got sanctioned by Government. This results in all powers getting centralised in Government and the Departmental officers cannot exercise the powers of sanction as originally contemplated.

2) No estimate can be sanctioned unless funds are made available specially by Government for each major work. This means that the case of every major work has to be submitted to Government, resulting in increased correspondence and delay. When tenders or quotations are called for, the estimates get exceeded considerably and even minor works become major ones necessitating an approach to Government for funds and even for approval to tender. This leaves absolutely no scope and discretion for the officers to exercise their powers and the result is that considerable delay is caused

in correspondence and there is only restricted scope to the officers of the department to shoulder responsibilities.

3) The large disparity that now exists between the powers of sanction to estimates and powers of acceptance of tenders is also another handicap. While the Chief Engineer can sanction estimates upto Rs 10,000/- he can accept tenders upto Rs 50,000/- and the latter is limited to the sanctioned estimate excluding items such as acquisition of lands, contingencies etc. As it invariably happens that the sanctioned estimates are exceeded, as a result of tenders, every case has to be submitted to Government for approval to the excess involved.

It is a matter for consideration if estimates administratively sanctioned by Government may not be technically sanctioned by the Chief Engineer himself with a view to avoid delay in respect of other Departmental estimates, irrespective of the amount of the estimate.

4) As regards purchase of stores, the ruling that separate sanction has to be obtained in each case, even though estimates are already sanctioned is resulting in delay in taking up works. When once an estimate is sanctioned for a work, it should be left to the sanctioning authorities to purchase the materials and tools and plant required for that work as per rules in force provided there is adequate provision in the sanctioned estimate. In case of works estimates sanctioned by Government the Chief Engineer be authorised to sanction the purchase of materials and tools and plant under intimation to Government.

5) Considerable delay and inconvenience is experienced in getting up and submitting periodical returns to Circle and Central offices from the Divisions and Sub Divisions. If standard forms are got printed and supplied to these offices, delay and inconvenience can be avoided. If Chief Engineer is authorised to get such forms printed at Government Press Bangalore this will go a long way in getting the required information in time.

M V Lakshmana Rao
12/5/40

CHIEF ENGINEER OF MYSORE.

Mysore Public Works Department

Enhanced Powers proposed for the Chief Engineers, Superintending

Chief Engineers		Superintending Engineers	
Existing	Proposed	Existing	Propo
1	2	3	4
1. EXPENDITURE To exercise powers only within the limits of Budget grants.			
2. GENERAL CONTROL. To exercise control over:- a) The engineering operations of the Department relating to works noted below, and to exercise a concurrent control with the a/c general over the duties of the Officers of the Department in respect of the accounts of expenditure. b) Irrigation works including Minor tanks and maintenance of Bangalore Water Works; and c) Provincial and District Fund roads, buildings, and bridges including repairs and works of Civil Department when entrusted to the P.W.Department within the limits of grants provided in their Budgets.		Nil	Wit Circl can b Super as we
3. DESIGNS AND ESTIMATES. To deal with the details of designs and estimates of all projects except in the case of works which are to be dealt with by the Superintending Engineers.	- do -		
4. SANCTION TO ESTIMATES - (i) ORIGINAL WORKS Can sanction estimates to the extent of Rs. 15,000/- for each work, the execution of the work being taken up only if funds are available.	This may be increased to Rs. 1,00,000/- (in Madras the Chief Engineer has full powers to accord technical sanction to all estimates while he can accord administrative approval up to Rs. 10,000 for his Department)		Can mate or exte in vide
(2) **REPAIRS:** Can sanction estimates to the extent of Rs. 15,000/- for each work, the work being taken up only if funds are available	- do -		Ca to for for cas Bui sho cap exc req
Repairs to Government Residential Buildings Can sanction estimates upto 5% of the capital cost.			

Central Office (Roads & Buildings)

Engineers, Executive Engineers and the Sub Division Officers.

	Executive Engineers.		
	Existing	Proposed	Sub Division Officer
	5	6	7
		To be increased to Rs. 10,000/-	
This may be increased to Rs.25,000/-			
		To be increased to Rs.15000/-	
Rs do -			3%

1	2	3
(3) TOOLS AND PLANT		
Can sanction all estimates upto a limit of Rs. 10,000/- in each case to be operated upon only if funds are available.	This may be increased to Rs. 1,00,000/- (In Madras full powers)	a) can sanction th manufacture or sal and plant to the e Rs. 400/- b) can sanction es the repairs of Too to the extent of Rs each case. c) Can dispose of losses of tools & involving higher c Rs. 500/- in each ca dispose of all uns articles.
4) REVISED AND SUPPLEMENTAL ESTIMATES		
Can sanction revised and supplemental estimates, except in the case of minor tanks to the extent of 10% of the original estimates sanctioned by Government provided the excess is within Rs. 10,000/- and will have full discretion of deviation within the above limit of quantities and rates.	10% limit may be retained. But, for Rs. 10,000/- occuring in this para substitute Rs. 1,00,000/-	Can sanction suppl revised estimates which the original which were beyond sanction. With th more than 10% on t or estimates sanct Chief Engineer or not more than the empowered to sanct
Can sanction all revised and supplemental estimates in respect of works sanctioned by himself provided the total amount of the revised estimate or that of the original estimate + supplemental estimate or estimates does not exceed Rs. 10,000/-.	- do -	
(5) Minor Tanks		
Can dispose of all revised estimates within Rs. 10,000/- irrespective of the excess and can sanction estimates beyond Rs. 10,000/- in cases where the excess over the original estimates does not exceed 10% without further countersignature of the Deputy Commissioner where Raiyats liability is not affected.	-do-	Can dispose of all estimates within Rs. irrespective of per excess and without countersignature fr Deputy Commissioner liability is not af
(6) ELECTRIC INSTALLATION		
Can sanction all estimates for electric installation to Government Buildings.		Can sanction estima installations upto funds are available
(7) In the case of estimates sanctioned by Government or himself where lumpsum provisions are made for certain items the Chief Engineer may call for details and approve them upto the limits of his powers.	Stands	
(8) EXCESS OVER ESTIMATES.		
Can pass all excess of not more than 5% on the amount of the original estimate sanctioned by him or by Government provided that the the total amount of the excess is within the limit of his powers to sanction to estimate (i.e. Rs. 10,000/-) and does not involve any material alterations in the design.	Limit to be changed to Rs. 1,00,000/-.	Can pass all e more than 5% original esti by him or by provided that is within the powers of san discretion fo and rates with in the desi

4	5	7
purchase of tools tent of		Can sanction sale of Tools & Plant to contractors upto Rs.200/- in each case.
lmates for s & Plant 2500/- in		
ases of lants not st than e and to rvicable		
ental and r works, estimates of his powers of excess is not last estimate ned by the overnment and ount he is n i.e., Rs.7500/-	This may be corrected to Rs.25,000/-.	Can pass all excesses over original estimates a limit of 5% which should not exceed Rs.1,000/- with full discretion for deviation of quantities and rates without any material alterations in the design. To sanction supplemental and revised estimates for works sanctioned by themselves provided the total amount is within their powers of sanction.
evised 500/- entage of urther the here Ryots ected.	- do -	
s for electric 1000/- provided	This may be increased to Rs.4,000/-.	
esses of not the amount of tes sanctioned higher authority he excess amount limit of his ion with full deviation of quantities t any material alterations	- do -	

8) Continued.

He has no power to pass any excess over a revised estimate sanctioned by Government.

5. TENDERS FOR WORKS.

Can accept tenders for the execution of works by contract for works costing upto Rs.50,000 excluding items such as acquisition of lands, contingencies unforeseen charges, provided in the estimate (this, holds goods till the end of June 1945) G.O.No.P.W.1323-35/30-8-44

This may be increased to Rs.2,5 lakhs.
(In Madras the Chief Engineer can accept tenders for all works within the amount of the sanctioned estimates.)
In respect of tenders accepted by Government the Chief Engineer may be empowered to sanction enhancement of rates up to 10% with the concurrence of the Superintending Engineer.

6. BUDGET GRANTS

To reappropriate between Circles and Divisions the allotments made in the Budget for original works-minor repairs and Tools & Plant.

7. SUSPENSION OF WORKS

May suspend the commencement of progress of any work pending orders of Government.

8. PURCHASE OF STORES

Can purchase ordinary local stores upto a limit of Rs.10,000/- in each case subject to the conditions laid down in G.O.No.G.14778-81/G.M.203-23-14 of 16th May 1924.
Purchase of office furniture or repair to furniture is restricted to Rs.100/- in each case i.e., for each article purchased or repaired.

9. APPOINTMENTS.

1) May appoint within the sanctioned scale lower subordinates, Store Keepers, Office clerks, Draftsman and Office servants.
2) All appointments whether permanent or temporary or officiating carrying salaries fixed at progressing to or above Rs.180/- should be reported to Government for sanction.
3) May appoint persons on temporary work establishment carrying pay up to Rs.100/- after obtaining sanction of Government to the total expenditure for work establishment.

an accept tenders for the xecution of works by contractors for works costing pto Rs.35,000/- excluding tems such as acquisition of ands, contingencies, unforeseen charges etc., provided in the sanctioned estimate. Can convey approval to deviations from tender system in certain urgent cases after thoroughly satisfying himself of the circumstances of the case for works costing up to Rs.30,000/-.	This may be increased to Rs.50,000/-.	To accept tenders for the execution of sanctioned works below Rs.15,000/- upto the extent of the sanctioned amount In the case of works within the powers of sanction of the Executive Engineer, he will have full discretion to make his own arrangements not necessarily calling for tenders in each case.	This may be increased to Rs.25,000/-.
n Sanction purchase aterials like Cement, steel, mber and emulsion to the ent of Rs. ~~100~~ 10000/- Provided materials are for sanctioned ks and grants are allotted erfor		Can purchase materials like Cement, steel, timber and emulsion for sanctioned works up to Rs 5,000. To sanction purchase (excluding machinery & the survey instruments) or manufacture to the extent of Rs.200/- in each case, ~~of~~ subject to the limit fixed for the Division also the purchase of Office furniture upto Rs.100/- subject to the limit of Rs.250/- for each article details being noted in in the list of sanction. To transfer tools & Plants and stock.	
1) Can appoint clerks on Rs.30/- and Rs.30-3-45 grade and Draftsmen on Rs.35-3-50 grade whether permanent or temporary within the sanctioned scale. Can appoint temporary suboverseers on Rs.35-5/2-80 Appointments to be reported to the Chief Engineer. 2) Can appoint members in work charged establishment upto Rs.80/- provided there is provision in the estimate 3) Can fine, suspend or dismiss any person appointed by him or by a lower authority.		Can make all appointments of Rs.30/- and below whether permanent or temporary and inflict disciplinary punishment and can suspend or dismiss any personm appointed by him. Can make acting arrangements in the Divisional establishment then the period does not exceed four months. To appoint temporary work establishment on salaries of and below Rs.40/- against provision made ina sanctioned estimate. Chief Engineer's approval to be obtained for appointment of work establishment on higher pay.	

9. Continued)

4. Can sanction acting ar
in his own office or in t
nal establishment when t
of leave does not exceed

5. Can pass increments to
Draftsment and office est
within the circle within
scale including overseers
thereof to the Chief Engi

6) Can sanction the posti
for charge of subdivision
vacancies and grant charg
strictly admissible under

10. TRANSFERS

To transfer Gazetted Officers below the rank of Executive Engineers and all other members of establishment

Can tranfer Assistant Eng
Overseers, Suboverseers a
within the Circle.

11& LEAVE

To grant (i) leave to non-gazetted officers of the Department under the rules in force.

Can sanction Casual leave
to Executive Engineers bu
prescribed under the Serv

2) Privilege leave to Executive Engineers upto 15 days provided no acting arrangements are necessary

Can sanction previlege le
and Sub Engineers if no s

3) Privilege leave to other Gazetted Officers of the Department upto the period admissible provided that no additional expenditure is incurred on that account.

Can sanction leave under
and the office establishm

12. DISMISSALS.

May suspend or dismiss any person appointed by him but in the case of Overseers previous approval of Government should be obtained.

13. HEAD QUARTERS OF SUB DIVISIONS

May fix the Head quarters of Sub divisions of the Department

Can fix Head-quarters of
reporting the fact to th

14. PERMANENT ADVANCE

May sanction permanent advances to Subordinate officers for the contingent charges of officers up to the amounts advised by the Comptroller as

angements e Divisio e period months.	
Suboverseers blishment the sanctioned giving intimation ser.	
g of subordinates t inthe leave allowance when the Rules.	
neers, Sub. Engineers d Office establishment	To transfer suboverseers and overseers not in charge of Sub Divisions to suitable works or charges.
exceeding 5 days within the limit ce Regulations.	To grant leave under the rules in force to Suboverseers and all members of ministerial and petty establishments. In the case of suboverseers who are granted long leave the fact should be reported to the Chief Engineer.
ve to Asst. Engineers bstitutoe is required	
he rules to Overseers nt	To dismiss any person appointed by him or any lower authority. To suspend a suboverseer for misconduct and to report to the Chief Engineer. To ~~impose~~ impose a fine not exceeding Rs.5/- on clerks and suboverseers.
ub Divisions Chief Engineer.	

15. HOUSE BULLDING ADVANCE

May sanction house building advance to non-gazetted officers drawing a pay of less than Rs. 100/- per mensum if strictly admissable under the rules-

Can sanction Hous advance for thos and below accordi

16. TRANSFER OF CONTINGENT GRANT

May sanction tranfer from one head to another within the same major head provided the expenditure is entirely under his control.

17. Security Deposit

May sanction the recovery of security deposits in not more than 20 instalments.

18. Periodical increments

May sanction payment of allowances under the article 117 of the Mysore Service Regulations to officers placed under suspension or dismissed and reinstated provided that the extra cost does not exceed Rs.200/- and the period of suspension or dismissal does not exceed 6 months.

Periodical Incremen
May sanction ann
Engineer officers, Su
officials of the Depart
and may withhold
Engineer office

20. Halting allowances.

May sanction halting allowances for halts exceeding ten days to non-gazetted officers of the Department.

Can sanction halts but not exceeding 3 officials whose app their competence an other N.G.O. under

21. Bicycle allowance

May sanction in lieu of penny allowance.

Can sanction Bycycl of pony allowances.

22. Roads Journeys

May authorise road journeys under article 473 of the Mysore Service Regulations.

23 Dasara and Christmas holidays

May grant permission to gazetted officers to utilise the Dasara and Christmas holidays

24. Change of name of Public servants

May dispose of applications therefor provided their appointments are within his powers of sanction

25. Purchase of Books

May order the purchase of ordinary books of reference required by all officers, as well as those relating to special work of the Department or which are required for Departmental libraries. In the latter case, the purchase should be strictly limited to the specific allotments made for the purpose in the annual budget and no reappropriation should be made without the sanction of Government to augment the Budget grant.

26. Arrear claims

May sanction payment of arrear claims relating to pay and allowances.

building
drawing Rs.80/-
g to Rules.

ial increments to
ordinates and other
ents entitled to increments
em, except in the case

xceeding 10 days
days in respect of
intment are within
in respect of all
heir control.

allowance in lieu

27. Free supply of Government Publications

To order the free supply of any departmental publication other than specially valuable ones, to be specified by Government from time to time required for public use. As a rule all publications of which the authorised price of sale is Rs.10/- or upwards will be considered as specially valuable ones.

28. Miscellaneous

May sanction:

1) maximum rates of conveyance allowance to Sub-engineers and Overseers.
2) reserve stock limmts of Divisions.
3) Hiring of private buildings for P.W.Offices.
4) Exemption of rent for residential buildings when not occupied by officers on account of plague infection or on other grounds.
5) Acceptance of certificates of payment in lieu of missing vouchers.
6) Write off of articles of tools and plant and stock lost to the extent of Rs.750/- in each case subject to the condition that the amount so written off in a year in the case of each Division does not exceed Rs.750/-.
7) Dispose of applications for water supply connections for non-domestic connections in ordinary cases subject to a limit of 5,000 gallons in each
8) Expenditure on account of advertisement in non-contact newspapers.
9) Transfer of non-gazetted officers from the Public Works Department to t Department and vice versa with the consent of the heads of Departments con
10) Appointment of persons over 25 years of age to clerical, Draftsman and subordinate services.
11) Purchase of stationery articles which are not available at the Govt. S Depot to the extent of Rs.25/- in the case of foreign made articles and Rs.5 in the case of country made ones in each case.
12) Purchase of technical books and also permit subscriptions for the peri
13) Supply of clothing to menials according to the scale of prescribed min
14) Write off of irrecoverable advances to labour upto a limit of Rs.200/-
15) Refunds.
16) Recurring contingent charges under appendix XII Mysore Civil Accounts, provided the limit of Rs.10/- per does not exceed under each item and sanction exceed two years.
17) Purchase of clocks of approved pattern of the value of and under
18) Acceptance of presents offered by the public to subordinate officers Department for good work done subject to the limits fixed in article 52 of Service Regulations.
19) The acceptance of honorarium for work in co-operative Societies in th non-gazetted officers.
20) Repairs to tents when the cost does not exceed Rs.25/-.
21) Charge allowance to non-gazetted officers under the Mysore Service Regu
22) Purchase of topo sheets and Taluk maps.
23) Charges in connection with the publication of hand books and leaflets.
24) Alteration in dates of birth of non-gazetted officers and office establ subject to the conditions laid down in G.O.No.F.I 4629-78/G.F.86-2
25) The printing of the departmental gradation lists either at the Govt. p presses.
26) Extension of joining time to non-gazetted officers under special circum rules in Art.106 M.S.R.
27) Advance of one month's pay to subordinates who are borne on the perman for the purchase of ponies, the advance being recovered in monthly instalmen six.
28) Write off irrecoverable balances of revenue or other items not exceedin
29) Journeys outside the State in the case of non-gazetted officers.
30) Acceptance of remuneration by officers appointed as examiners for exami fixed scales.

31) Re-employment of pensioners on pay not exceeding Rs.100/- provided both pension and pay after re-employment do not exceed the pay drawn by them while last in service.

29. Advance of pay and travelling allowance on transfer

One month's pay and travelling allowance to the Executive Engineer.

30. Centage charges

Can sanction the waiving of centage charges in the case of sale of articles of tools & Plant found unsaleable and in the case of articles lent or lost.

31. Auction sales in accordance with para 367 of the Mysore P.W.Account Code.

32. Charges connected with photograph of works

Can sanction charges connected with photographs of works upto a limit of Rs.25/- in each case

The Chief Engineer will also exercise the powers delegated to Heads of Departments under standing orders of Government without prejudice to the above.

DRAFT PROPOSALS FOR EXPEDITING DESPATCH OF GOVERNMENT BUSINESS

DRAFT PROPOSALS FOR EXPEDITING DESPATCH OF GOVERNMENT BUSINESS

Note: The designation of the officer or officers from whom each proposal has mainly originated is indicated against each item.

Brief Notes

I. Decentralisation of powers

1. Delegation of powers to Heads of Departments :—

The following delegation of powers may be ordered generally in the case of all major departments :—

Nature of powers	Existing limits or extent	Proposed extent of delegation
(a) *Powers of appointment, leave, transfer, etc.*		
1 Appointments, promotions, etc., of Non-gazetted staff.	In cases of salary upto Rs. ~~150~~ 180.	Upto Rs. 250 or Rs. 200 ... (1.a.P)
2 Retirement and superannuation of Non-gazetted staff.	Do ...	Do ... (1.a.P)
3 Privilege or combined leave to subordinate Gazetted Officers.	Upto one month...	Upto three months. ... (S.S.)
4 Extension of service to Non-gazetted Officers.	...	To all Non-gazetted Officers with salary upto Rs. 250 or Rs. 200 and upto 60 years of age—one year at a time. (S.P.1)
5 Authorising alteration of dates of birth of Non-gazetted Officers.	In cases of salary upto Rs. 150.	In the case of all Non-gazetted Officers. (S.S.)
6 Sanction of arrear increments, etc., to Non-gazetted staff and other arrangements involving alteration of pay.	Upto a period of 2 years.	Upto a period of three years. (C.C.7)
7 Granting leave to Non-gazetted Officers during extension period.	Upto two months.	Upto six months. ... (C.C.7)
8 Grant of leave to Non-gazetted Officers after superannuation.	1 Month	Six months. ... (C.C.7)
9 Re-employment of pensioners.	Upto a salary limit of Rs. 150.	Upto a limit of Rs. 250 (Total emoluments). (S.P.11)
10 Appointment of temporary staff for 12 months.	Pay in individual cases not to exceed Rs. 50 per mensem.	Pay not to exceed Rs. 100 per mensem. (C.C.7)

The powers now exercised by the Heads of Departments are enumerated in Appendix XXII to Vol.I, of the Account Code and ~~among these~~ there is a certain class of officers listed in Appendix 'O' of the M.S.R., and consisting of most of the Principal Heads of Departments, who have been specially delegated certain additional powers. The powers now proposed are either in addition to or in extension of the existing powers, so as to enable a quicker disposal of business in the departmental offices and to avoid the submission of routine matters to Govt. These proposals are also calculated to secure a certain amount of economy. This decentralisation implies a suitable delegation of powers by the concerned Heads of Departments in turn to the subordinate Gazetted Officers of their respective departments.

Amonth the powers listed, those relating to appointment etc., of non-gazetted officers up to a certain grade are prominent. While the majority of the Heads of Departments have suggested a pay limit of Rs 250/- or Rs 200/-, there have been one or two suggestions subsequently made re: delegation of this category of powers in respect of all non-gazetted officers irrespective of their salary. This suggestion is for consideration.

5. According to the G.O. dated 15-5-1944, Heads of Departments are authorised to sanction such alterations subject to the condition that the difference does not exceed one year.

7 and 8. The present powers are exercised under Art.147 M.S.R. subject to certain conditions specified therein

Nature of powers	Existing limits or extent	Proposed extent of delegation	~~Remarks and orders~~
Transfers of Gazetted Officers.	...	Amildars in Revenue Department, Assistant Superintendents of Police in Police Department, Health Officers in Public Health Department, and Officers with corresponding status in other departments. (R.C.W)	
12 Power to sanction prolonged halts of Gazetted and Non-gazetted Officers.	Upto 30 days. ...	Upto 90 days. (Dir Geo)	12. Under Art. 518, H.S.R., certain classes of officers (such as officers on duty in connection with Dasara etc.) are exempted from the general rule that halts at a particular place should not exceed 10 days without the sanction of Government. Under Art. 519, certain Heads of Departments specified in Appendix 'O' and Deputy Commissioners can sanction halts up to 30 days in certain cases. Halts beyond a period of 30 days now require prior sanction of Government, except in the case of the C.E.S.
13 Sanctioning House Building and House Purchase advances to Non-gazetted Officers.	In case of pay upto Rs. 150.	Pay up to Rs. 250 ... (I.G.P)	
14 Bicycle advances ...	Pay up to Rs. 150.	To all Non-gazetted Officers. (S.S.)	
15 Motor-cycle advances to Gazetted Officers and others.	In cases where specific allowances are sanctioned.	Even in other cases ... (I.G.P)	
(b) Powers regarding contingent expenditure			
16 Recurring contingent charges.	Rs. 10 and for two years.	Upto Rs. 25 and indefinitely. (I.G.P)	
17 Local purchase of stationery and other articles.	Upto Rs. 20.	Upto Rs. 50. ... (I.G.P)	
18 Purchase of clocks, time-pieces, etc.	Value upto Rs. 25.	Upto Rs. 100. ... (I.G.P)	
19 Sanctioning cost of publication of notifications in newspapers.	...	Upto Rs. 100 subject to budget grants. (S.S.)	
20 Purchase of furniture, instruments, etc.	Upto Rs. 100. ...	Upto Rs. 200. ... (S.S.)	
21 Purchase of bicycles ...	Upto Rs. 75. ...	At market rates. ... (I.G.P)	
22 Hire of private buildings.	Rent upto Rs. 25 p.m. and Rs. 40 p.m. in some cases.	Upto Rs. 50 p.m. or Rs. 100 p.m. (Dr. of Agr. I.G.P)	
23 Cart-hire in maidan and malnad parts.	4 and 5 annas per mile, respectively.	Ruling rates in consultation with Revenue Department. (Dr. Agr.)	

Nature of powers	Existing limits or extent	Proposed extent of delegation	~~Remarks and orders~~
24 Repair charges of lorries, tractors, etc.	...	Upto Rs. 500 at a time per vehicle. (Div H.d)	
25 Repair charges of clocks or time-pieces and typewriters, etc.	...	Upto Rs. 25 and Rs. 75, respectively. (I.G.P)	
26 Repair charges of tents.	Upto Rs. 25 ...	Upto Rs. 50 at a time for a tent. (I.G.P)	
27 Lunch charges for meetings, etc.	...	Heads of Departments to pass charges incurred for all authorised meetings. (D.P.H)	
28 Shifting charges of telephones.	Upto Rs. 25. ...	Upto the amount billed, subject to budget grants. (I.G.P)	
29 Purchase of cyclostyle machines.	...	Power to be delegated to Heads of Departments. (D.P.H)	
	(c) Miscellaneous		
30 Writing off of irrecoverable charges (relating to breakages etc.) or arrears.	...	Upto Rs. 25 and a maximum of Rs. 500 in one year. (S.S. and D.P.H)	30. The powers of the Heads of Departments in this behalf vary very widely and are mentioned in Appendix XXII(d). The S.S. and D.P.H. have no powers in this regard.
31 Refund of wrong or excess credits.	Upto Rs. 25. ...	Upto Rs. 250. ... (S.S. and I.G.P)	31. Here again, the powers of various Heads of Departments differ. Those now available are enumerated in Appendix XXII(e).
32 Reappropriation of grants from one minor head to another.	...	Power to be given to Heads of Departments. (D.P.H)	
33 Passing arrear claims of pay, allowances, etc.	Comptroller can examine upto one year and beyond six months.	Upto two years. (D.P.H)	33. Under the G.O. dated 1-11-48, since issued, Heads of Departments are now empowered to sanction investigation of arrear claims up to 3 years. The consideration of this question does not there for arise.
34 Write-off of irrecoverable advances to labour, etc.	Upto Rs. 100 in the case of Chief Engineers.	Upto Rs. 200. (D.P.H)	Vide Note against item No. 30.
35 Printing of gradation lists and of departmental forms, etc.	...	At Govt. Press or at private press according to exigencies of work. (D.P.H)	

N.B.—There are other items of delegation of powers proposed by several Heads of Departments which are peculiar to the concerned departments alone. Among these, orders have already been passed on the detailed proposals of the Director of Public Instruction separately. With regard to the others, it is proposed that those which are not generally sanctioned above and are applicable to the particular departments concerned may be considered in each case by the Secretary to Government and by the Head of Department jointly, and orders of Government obtained in each case.

2. Delegation of powers in the General and Revenue Secretariat :—

(a) The due exercise of the powers mentioned in Section VIII of the Government Business Rules by the Secretaries to Government may be insisted on, and lists may be drawn up in each Secretariat, in consultation with the Chief Secretary, of such additional powers regarding disposal of routine business as may be delegated to the Secretaries. (Chief Secretary)

(b) Powers of discipline over ministerial and menial staff to Secretaries :—The Secretaries with the concurrence of the Chief Secretary may exercise all the powers of the Chief Secretary in regard to disciplinary action against ministerial and menial staff in the Secretariat. (Chief Secretary)

(c) A number of routine powers now exercised directly by the Chief Secretary such as grant of leave, increments etc., to ministerial and other staff, may be delegated to the Registrar or to such other Officer as may be designated, a list in this behalf being drawn up by the Registrar for separate sanction. (Chief Secretary)

(a) Section VIII of the Government Business Rules deals with the disposal of routine cases by the Secretaries and mentions specified instances where the concerned administrative Secretaries can dispose of papers on their own responsibility without submission to the Ministers in charge. The proposal is to add to those powers suitably in order to minimise the submission of routine matters for the orders of the Ministers.

(b) and (c). The powers of the Chief Secretary and the Secretaries are specified in paras 12 to 14 of the Secretariat Manual and of the other officers in paras 22 and 23.

II. System of work

1. Classification and filing of papers :—

(a) The Head of Office in each case should arrange, in accordance with the procedure prescribed in the Manual of the Department concerned, for a proper classification of papers received for disposal, a precise distinction being drawn between important and urgent papers on the one hand and routine and less important papers on the other. (D.7.S)

(b) In registering papers, if the number of important and urgent papers warrants it, separate sub-registers may be maintained as an auxiliary to the Personal Register by each case-worker for registering and bringing pointed attention to the more important and urgent papers. (D.7.S)

(c) A judicious use of the cards like 'Immediate', 'Urgent', 'Early', etc., should be made and they should not be indiscriminately put into files as is being done in several instances. If found desirable, only the classifications 'Emergent', 'Urgent', 'Important' and 'Routine' may be used with appropriate cards in the first three cases. (Chief Secretary)

(d) The Heads of Departments may insist on a strict observance of existing rules whereby each Head of Office should devote personal attention to the day's tappal and pass final orders then and there whenever possible. (Chief Secretary)

(a) The office procedure in regard to each department is defined in the concerned Office Manual. The Office Manuals necessarily also deal with the manner of classification and filing of papers. What is proposed now is that a clear distinction should be made between important and urgent papers on the one hand and routine papers on the other.

(c) and (d). Rules regarding these are incorporated in most of the existing Office Manuals and proposals now made amount more or less to a restatement of the existing rules.

~~Remarks and orders~~

(*e*) Heads of offices and Gazetted Officers generally should have a Personal Register of important papers or of subjects pending with them and should examine the state of pendency from time to time, besides scrutinising office registers as per Circular Orders. They should likewise have a list of reminders received by them so that immediate attention may be paid to the disposal of the original references. (Chief. Secy)

(*f*) In all except the smaller offices, papers for orders should be separately put up—if possible in distinctively labelled or coloured trays or receptacles, according to the nature of the paper. (*i.e.*, 'immediate' or 'urgent' or 'routine.') (D.7.S)

(*g*) In filing or recording papers according to rules, a separation may be effected of important from unimportant or routine papers and two sub-files made up for them. (D.7.S)

2. Use of mechanical appliances in office work :—

Heads of Departments may propose the purchase and use of mechanical aids to work in Government Offices, particularly in Accounts and Audit Offices and in Government Industrial Concerns, with a view to reducing the amount of manual work. A restricted number of case-workers may, if they are trained in the use of type-writers, be given small type-writers as in business establishments for putting up notes for orders, etc., in the more important offices.

3. Mode of Disposal :—

(*a*) Every paper or reference coming up for orders should be given a final disposal so that the subject may not have to be dealt with again at a later stage at the same level. (Chief. Secy)

(*b*) Decided and old cases should not be reopened except in case of appeals being entertained by Government or superior Officers under Rules or Statutes. (Economy Officer)

(*c*) Regarding petitions, acknowledgments should invariably be sent immediately after their receipt, in cases of signed petitions. In case immediate disposal is not possible an indication should be given of the period within which a final endorsement may be expected. In case of pseudonymous and anonymous petitions, if the matters brought to notice are serious, due notice should be taken of the contents and further action initiated. In all cases of final disposal of signed petitions, final endorsements should be sent to the parties concerned regarding the manner of disposal. (Chief. Secy)

(c),(d) and (e). The rules now in force regarding the petitions and their disposal are contained in Chapter V of the Manual of General Circulars and Standing Orders, Part I--Pages 40 to 45. These rules require among other things that they should be appropriately stamped, that they should be addressed to the lowest authority competent to grant the relief, that no petitions are to be entertained

(Sample forms appearing

(*d*) In the case of petitions presented to Ministers of Government during their tours, they may be handed over with such orders as the concerned Minister may pass in each case on the spot to the seniormost local officer present, with directions to execute the orders passed or to take such action as may be necessary. Only petitions in which matters of policy or decisions at Governmental level are involved need be dealt with in the Secretariat, in which case the Education Secretariat may as hitherto take necessary action. Quarterly statements of the mode of disposal of petitions referred by Ministers on the spot to the local officers may be submitted to Government (in the Education Secretariat) through the Heads of Departments concerned. (Chief-Minister)

(*e*) As a rule, petitions to authorities higher than the one competent to dispose of the matters raised therein should be discouraged, and the public should be advised and persuaded to apply to the competent authority in each case for redressal of grievances or grant of specific requests. Circular instructions may be issued in this behalf, drawing attention to existing rules. (Chief-Secy)

(*f*) Every Head of Office should lay down and follow strictly specific plans not only for the routine work of the office but for the execution of works, schemes, policies, etc., sanctioned by competent authority and for inspections and tours. In this connection, mechanical aids to memory such as special note books, classified files, charts, placards, etc., may be liberally used. (D.A.S)

(*g*) The time-limit prescribed for the disposal of urgent and immediate papers may be strictly adhered to. (A.D.A.S)

(*h*) In order to avoid the delay involved in obtaining additional information from subordinate offices more than once, lists of all points on which information is likely to be required may be drawn up in all cases where such lists could be prepared (Darkhasts, Acquisition, etc.) and attached to files, in order to ensure all the particulars required being furnished. A free use of telephones should be made in the cities for obtaining additional items of information. (C.S.-D.I.C P.S.E)

(*i*) Systematic inspections of subordinate offices not only as an annual feature but in the nature of surprise inspections should be made by superior officers with a view to checking the work done in subordinate offices. Inspections of large offices need not necessarily be made at one sitting but may be conducted in instalments, in case an intensive examination is contemplated. (Economy Officer)

(*j*) Where it is considered that the appointment of one or more stenographers in the place of case-workers is likely to hasten work and also ensure personal attention of the Head of Office to the tappals, references, etc., such appointments may be got sanctioned, especially in the General and Revenue Secretariat. (Gen. Secretary)

when the subject-matter in them has been disposed of already by competent authority on merit, that full endorsements should be given to petitioners after disposal, that they should be disposed of as promptly as possible, that a separate register should be maintained in each office for entering petitions etc. The present proposals, in addition to emphasising the rules already in existence, provide for the manner of dealing with anonymous and pseudonymous petitions and those presented to Ministers during their tours.

(f) The General rules regarding the office business, inspection etc., are contained in Chapters I, II and IV of the Manual of General Circulars while more specific provisions have been made in the concerned departmental Codes and Manuals. The present proposal emphasises the importance of drawing up of definite plans for the execution of works etc., and the use of mechanical aids to memory.

(g) to (i). These proposals, largely in the nature of restatement of the existing rules, are meant to emphasise the need for the quick disposal of papers.

(*k*) Periodical meetings of Heads of Departments with Ministers of Government may be arranged with a view to disposing of outstanding and urgent matters, as contemplated in Article 686 of the Manual of General Circulars and Standing Orders, at least once a month.

(k) Article 686 of the Manual of General Circulars and Standing Orders provides for a monthly meeting of the Heads of Departments with the Dewan and the Ministers in charge for the general stock-taking and settlement of important questions by personal discussion. The present proposal is a plea for the renewal of this practice.

(*l*) The Heads of major departments concerned may also arrange to meet among themselves once in a month, or as often as may be necessary, in cases in which they have common plans to execute or have to consult one another regarding the execution of sanctioned schemes or works, with a view to ensuring co-operative effort on their part.

4. Revision of Departmental and Office Manuals :—

The Heads of Departments should make immediate arrangements for revising and bringing up-to-date the Manuals of their departments and offices, and for compiling them where they are not already in existence. The Manual of General Circulars and Standing Orders may also be revised. Such special staff as may be found absolutely necessary for the purpose in each case may be sanctioned.

4. The work of revision of the Departmental and Office Manuals has been taken up in certain departments at the instance of the Efficiency Audit Branch, such as the Department of Mines and the Electrical and Accounts Departments etc., while in certain others, work is awaiting sanction of the special staff (such as the Railway, Animal Husbandry and Police Departments) In yet others, action is to be taken in this behalf.

5. Improvement in Office Procedure :—

(*a*) The Efficiency Audit Branch will during its inspections and audits suggest not only the modes of improvement in particular aspects of work in the offices inspected or audited, but generally ~~for~~ improving the system of work in each department.

(a) This is one of the items of work of the Efficiency Audit Branch included in the G.O. dated 7-11-1946 (vide para 4(3).

(*b*) A special study of the mode of work in other Government offices and of the latest improvements effected in Public Administration and Office Organisation may be made by a suitable agency (the Efficiency Audit Branch for example), if necessary by the deputation of suitable personnel abroad.

(b) The suggestion is calculated to see that there is an agency available for the assistance of the Heads of Departments and Government which is conversant with the latest methods of office business and can assist in employing them in Governmental work.

6. Contact with the public :—

With a view to enabling the public to know the scope and nature of Governmental activities and with a view to enlisting their co-operation, full and exhaustive Press Notes may be issued through the Publicity Officer when final orders are received regarding the execution of schemes, works, policies, etc.

III. Personnel

1. Institution of training classes and examinations for officials :—

(*a*) Training may be imparted to every recruit either as soon as he gets into the Public Service Commissioner's list and before he is actually posted for work in the Department, or immediately after he is appointed under Recruitment Rules.

(a) In the G.O. dated 24th November 1916, an examination called the Clerkship Examination was prescribed for training clerical recruits in office procedure and work. Subjects prescribed were more or less the same as now suggested and even the manner of holding classes, paying remuneration to the tutorial staff etc.,

(b) The Public Service Commissioner or such other authority as may be designated may be required to arrange for these training classes and prescribe the places and the periods of the year in which they are to be conducted.

(c) In regard to major departments like Revenue, Forest, etc., these classes and the examinations at the end of each period of training may be held in all District Headquarters. In regard to other departments they may be held at Mysore or Bangalore or such other place as may be fixed.

(d) The subjects prescribed for training and examination may be :—

(i) Precis-writing and Drafting.

(ii) General Rules of Office Procedure.

(iii) Simple Government Accounts.

(iv) Special items of work pertaining to the departments concerned.

(v) Practical instruction in the above subjects.

(e) The period of training may be fixed at 3 months, it being extended if necessary in special cases. Classes may be held from 4 to 6 P.M. on every working day by trained officials or officers of the departments concerned.

(f) An informal examination may be held at the end of each session with a view to testing the capacity for work of the candidates.

(g) Suitable monthly remuneration may be paid to the personnel handling these classes or suitable honoraria may be paid at the end of each term or session to them.

(h) An undertaking should be obtained in a suitable form from each recruit before he is admitted into the training class that he would serve the department for a specific period, say not less than 2 years. (Chief Secy)

was on the same lines as now suggested. This system of clerkship examinations ceased to exist from about 1921. In some departments like the Education Department, however, it is understood that the training classes for clerical recruits are being held even now. A course of training is understood to have been proposed now for the clerks of the Accounts Department for consideration of Government. In the Secretariat there is an Office Manual Examination the passing of which is made compulsory for confirmation of the sanction of increments. The proposals now is to have a course of training in general for the clerical recruits of all departmental offices.

2. Requirements of staff :—

(a) Recruitment.—The Public Service Commissioner may arrange to make recruits available in accordance with requirements and see that vacancies are promptly filled up so that the full complement is working in each office as far as possible. To enable him to do this, the following additional powers may delegated to him :—

(i) Power to exempt candidates from possessing knowledge of Kannada, subject to certain conditions ;

(a) Additional powers proposed viz., (i) to (v) are those suggested by the Public Service Commissioner. To what extent these powers could be delegated to the concerned Heads of Departments also will be for consideration.

~~Remarks and orders.~~

(ii) Power to lower the minimum qualifications in respect of non-technical appointments like those of mutchies, etc ;

(iii) Power to consider applications of candidates, not more than 30 years old in the case of Brahmins and, no more than 33 years of age in the case of others ;

(iv) Power to approve the appointment of qualified Brahmin candidates in special vacancies purely as an interim measure for periods not exceeding six months if Backward Community candidates are nct available ; and

(v) Power to approve the appointment of non-Mysorean candidates, especially Backward Community candidates, temporarily and in exceptional cases, subject to ratification by Government. (P. S. C)

(*b*) Strength.--Arrangements may be made to augment the strength of staff in each office progressively in proportion to the number of references received and dealt with, subject to a scale to be prescribed in the case of each office or department. (D. F. S)

(*c*) Appointment of Leave Reserves.--A leave reserve upto 12½ per cent of the normal strength of each office or unit may be sanctioned in each department with a view to enabling the Heads of offices to fill up casual vacancies and to arrange for emergent work. These appointments may be made under Recruitment Rules. A certain proportion of the leave reserve in each case may consist of typists in offices where their services are needed. (D. P. I. & others)

(*d*) Transfer of ministerial and other staff.—With a view to enabling the staff of the superior offices to gain first hand knowledge of the nature of work in the subordinate offices and *vice versa*, transfers may be arranged wherever feasible of staff from and into superior offices (including the Secretariat) respectively to and from subordinate offices. (A. D. F.)

4. Introduction of human incentives to promote efficiency:—

(*a*) Rewards of a suitable character, not necessarily monetary in nature, may be given for special good work done by officials and officers.

(*b*) Promotions and increments of a special character in case of any extraordinary ability, energy or industry may be recommended or sanctioned by competent authority.

(*c*) Canteens and Refreshment Rooms may be started for the benefit of officials at places close to the offices concerned and at prescribed hours of the day. (D. F. S)

(*d*) The construction of quarters for officials, especially in as many mofussil places as possible, may be considered.

Sample forms of endorsement (Vide page 5).

A

No..... Office of... .....

.....

To

....

.....

DEAR SIR,
MADAM,

Subject :—

I write to acknowledge the receipt of your $\frac{\text{petition}}{\text{letter}}$ / representation on the above subject and to say that the matter is receiving attention. You may expect to hear again in the matter in about .....

Yours faithfully,

.....

B1

No..... ..... Office of.....

.....

To

... .

.....

DEAR SIR,
MADAM,

Subject :—

With reference to your $\frac{\text{representation}}{\text{petition}}$ / letter *re:* the above, received in this office, I write to say that it has been forwarded to ..... for necessary action and that you may kindly address that officer in the matter in future/it is very much regretted that the request cannot be complied with as.....

Yours faithfully,

.....

B2

No..... Office of.....

.....

To

....

....

DEAR SIR,
MADAM,

Subject :—

I am in receipt of your $\frac{\text{petition}}{\text{letter}}$ / representation on the above and am returning it herewith for the reasons indicated below.

Yours faithfully,

.....

---

1. The petition is not duly stamped.
2. The petition refers to more than one subject. Separate petitions may be presented *re* : the various subjects.
3. The petition should be presented in the first instance to the lowest competent authority, *viz.*, ... and to the next superior, authority if there is still no redressal of legitimate grievances.
4. .....
5. .....
6. ....

C

No..... Office of.....

.....

To

....

....

DEAR SIR,
MADAM,

Subject :—

In continuation of my letter No..... dated..... acknowledging the receipt of your $\frac{\text{representation}}{\text{letter}}$ / petition on the above, I write to state that after due consideration of the matter.....

....

Yours faithfully,

.....

OFFICE OF THE SPECIAL OFFICER FOR EFFICIENCY AUDIT

A note on the extent of response from the Heads of Departments and Presiding Officers to the observations and suggestions made by the Efficiency Audit Branch.

The Efficiency Audit Branch which was constituted in its present form towards the end of 1946, commenced work relating to inspections of offices from January 1947. About 250 inspections of Government Offices and institutions have been conducted so far, including the Revenue Audit of 14 Taluk Offices and of two Sub Division Offices and 25 inspections on behalf of the Economy Officer. The procedure in dealing with the notes drawn up after each such inspection or audit has been laid down in Government Order No.4487-577/G.M.13-46-31 dated 7-11-1946 and is being closely followed. The notes are being sent to the Heads of Departments and Deputy Commissioners concerned for taking action on the various observations made and defects pointed out and also on the proposals, if any, for improving the state of work. Copies of the notes are in most cases being sent simultaneously to the officers concerned. A brief note or review of the results of inspection is also being laid before Government in all cases in which irregularities which need to be brought to the notice of Government are noticed, and orders or observations of Government are also communicated to the officers concerned. Generally, a period of one month is prescribed for the return of replies from the concerned officers to the observations etc., made (except in the case of Revenue Audits in respect of which quarterly reports are being called for as was being done while Revenue Audit was directly under the charge of the Revenue Commissioner).

An examination of the Audit Register which has been maintained in this office to watch the progress of action taken by the departmental officers on the notes indicates that the nature and scope of action so taken is in most cases inadequate and halting. In 92 of the 250 cases referred to above, more or less final replies have been received, and the cases deemed to have been closed in view of the fact that no further action is necessary.

With.....

With regard to other cases, the receipt of progress reports from Presiding Officers has in several instances not been regular, and invariably attended in most cases with a great deal of delay. The average time generally taken in sending replies is anything upto 5 or 6 months, and there are instances where replies have not been received for over a year in spite of repeated reminders. Even where progress has been reported, there are only a handful of cases in which more than one progress report has been received, and this in spite of action being taken from time to time in this office, to issue reminders to the concerned officers.

It is unnecessary to reiterate that the effect of the inspections and audits conducted by the Efficiency Audit Branch could be most salutary only if the concerned officers give the closest possible attention to the defects and draw-backs pointed out and to the suggestions, if any, made in the notes, in so far as they are practicable and feasible, particularly when they are accompanied by the observations of Government. As things stand, it is submitted that the amount of attention that is needed from those concerned in this behalf has not been forthcoming.

It is proposed in the circumstances, to bring the matter to the notice of the Heads of Departments concerned, and to request them to issue suitable instructions urgently to all subordinate officers impressing on them the need for giving the closest possible attention to the notes sent from this office, for taking action on all the defects and omissions pointed out and for giving effect to such suggestions as may have been made regarding the improvement in the methods of work and as may be found feasible.

S. O.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. M. 4487-577—G. M. 13-46-31, dated 7th November 1946.

Efficiency Audit Branch.

Passes orders regarding scope of work and functions of the ——.

READ—

Government Order No. 52-112—C. B. 23-46-1, dated 4th July 1946, sanctioning the appointment of a Special Officer with the designation "Director, Efficiency Audit" to be in charge of a system of Efficiency Audit and of Anti-corruption Measures.

2. Government Order No. 1996-2056—C. B. 150-46-1, dated 4th November 1946, sanctioning revised arrangements for the direction of the work relating to Efficiency Audit and Anti-corruption Measures.

ORDER No. M. 4487-577—G. M. 13-46-31, DATED BANGALORE, THE 7TH NOVEMBER 1946.

A scheme of Efficiency Audit was for the first time introduced in the State in the year 1914. The objects of the scheme were, to secure a greater degree of co-ordination and uniformity of work than existed at the time, in order to ensure that the individual activities and operations of the several departments were in consonance with the general aims and objects of the Government, to see that the departments themselves were maintained according to the latest standards of progressive administration, and to provide necessary assistance to Heads of Departments in revising rules and standing orders applicable to the work of their respective departments. In other words, the cardinal aims to be achieved were, systematisation in office work and procedure, and efficiency in execution or despatch of business. The work of the Efficiency Audit Section was accordingly organised under the following heads:—

(1) compilation of manuals and standing orders and securing strict compliance with their provisions in Government Offices;

(2) periodical inspection and examination of individual offices and departments to ensure prompt despatch of business according to prescribed procedure;

(3) investigation of irregularities in any department or office or of the grievances of the public in regard to the work of such department or office;

(4) functioning as a bureau of information; and

(5) undertaking administrative audit to supplement financial audit wherever necessary.

2. In pursuance of the above, a considerable amount of useful work was done by the Efficiency Audit Section, as for instance, in preparing Office Manuals, issuing detailed rules for office inspections, and introducing several improvements in office methods. The activities of the section were restricted in 1921 as a measure of retrenchment and practically ceased in 1922. In 1924, however, a system of office inspections was introduced together with a Scheme of Revenue Audit, and this was discontinued in 1931 on the recommendation of the Retrenchment Committee.

3. The need for reviving the system of Efficiency Audit was urged on the attention of Government at the Dasara Session of the Representative Assembly in 1945, when a resolution to that effect was passed by the House. Government, while emphasising that the adoption of suitable measures calculated to maintain efficiency in all departments of Government had always received their attention,

agreed to examine the suggestions made in the course of the debate. Subsequently, the Committee set up by Government for examining the desirability of taking further steps in the matter of putting down corruption in the public service, also recommended the creation of an office of a Special Officer for Efficiency Audit and Anti-corruption Measures, and indicated in broad outline the duties of such an Officer on the Efficiency Audit side. On a consideration of the suggestions made from time to time in both the Houses of Legislature and of the recommendation of the above Committee, Government have now directed, in the Government Order dated 4th July 1946 read above, the revival of the Scheme of Efficiency Audit.

4. The following, among others, will be the aims and objects of Efficiency Audit work.

(1) To examine whether the rules and standing orders regarding correspondence and office procedure, routine and surprise inspections, maintenance of records, registers, diaries and journals and the preparation of business statistics and arrear lists, and whether other instructions issued for improving efficiency in offices, are being observed.

(2) To suggest alterations or modifications to such rules or standing orders as have ceased to serve effectively the purpose for which they were intended, to propose methods of simplification of office work and procedure and the abolition of unnecessary returns, statements, etc., and to review and revise, if necessary, the rules regarding regular and surprise inspections, so as to make them more stringent and conform to the present day requirements.

(3) To see that the revision of departmental manuals, wherever necessary, is properly and promptly attended to and that the circular files in offices are being correctly maintained and brought up-to-date.

(4) To pay particular attention to the state of correspondence and the disposal of business, the distribution of work among the staff, and the extent of guidance given and control exercised by the head of the office, and to ascertain if there are any avoidable delays in dealing with official work, in the disposal of petitions from the public or calls for information from co-ordinate and higher offices, in the submission of inspection and other reports and returns, etc.

(5) To examine whether the touring of executive officers is systematic and well regulated and conducive to the efficient despatch of business and whether the inspections conducted by them are thorough and methodical.

(6) To scrutinise whether powers of sanction vested in officers, including those relating to expenditure, are properly and judiciously exercised.

(7) To examine the nature and extent of the executive powers exercised at present by subordinate officials and officers of the several departments like Revenue, Forest, Excise, Public Works, Railways, Food and Civil Supplies, etc., and to suggest ways and means of preventing the misuse of such powers, keeping in view the need for adequate decentralisation of powers so as to obviate unnecessary correspondence and delay in the conduct and despatch of business.

(8) By a system of test Revenue Audit in selected offices, to examine whether there has been or is likely to be any leakage of revenue, or failure to credit amounts due to and received on behalf of Government, or failure to recover Government dues, or any other irregularities connected with the financial transactions of Government.

(9) Wherever possible, to attempt and secure co-ordination of work as opposed to duplication and over-lapping, and to see that all departmental administration is conducted smoothly and efficiently.

5. Apart from the matters referred to above, there will be special points for attention in each department which cannot, in the nature of things, be of general application. A few instances in respect of some important departments have been mentioned in the Annexure, but those referred to therein are to be deemed neither typical nor exhaustive.

For carrying out the work referred to above, an Efficiency Audit Branch will be constituted as a separate unit of the General and Revenue Secretariat and placed under the immediate charge of an officer who will be called "Special Officer for Efficiency Audit" and who will undertake systematic inspections—periodical as well as surprise—of subordinate offices, under the instructions of the Minister in

charge of the portfolio and in accordance with the programme duly approved by him. The Special Officer may inspect any office of any department under Government except those of the Heads of Departments and the Deputy Commissioners of Districts or of corresponding officers of other departments. Prior notice of at least a week will normally be given, in the case of regular inspections, to the presiding officer of the office to be inspected and also to the Head of the Department or Deputy Commissioner of a District (or officers of corresponding status in other departments) as the case may be. Surprise inspections may also be conducted as and when deemed necessary under the general instructions of the Minister, particularly of offices or places where large amounts of money or property belonging to or in the custody of Government are kept. The regular as well as surprise inspections may cover, besides Government offices, places like lands, timber yards, saw-mills, forest depots, plantations, date groves, excise shops, workshops, stores, food and agricultural and other Government depots, works of Public Works Department or other departments, etc., either for the purposes mentioned above or for investigating any specific irregularity or complaint brought to notice. The Special Officer may also undertake the examination of the offices of Heads of Departments and Deputy Commissioners of Districts (and corresponding officers of other departments) or of institutions under the immediate charge of such officers, either at their instance or under the specific orders of the Minister, in order to assist such officers in improving office methods, accelerating despatch of work or investigating any specific matter pertaining to the administration or work of the office. The business of the Special Officer will, in such cases, be confined to the scrutiny of the office registers, records, papers, etc., and will not, in the absence of special instructions to the contrary, include the examination of purely departmental or technical work.

Notes of inspection will be drawn up in every case of regular inspection by the Special Officer and a copy thereof forwarded to the presiding officer of the office inspected, through the Head of the Department or Deputy Commissioner concerned for necessary action. A relevant extract of such notes will, in addition, be submitted to the Minister in cases of any serious irregularities noticed or any special points meriting the attention of Government. In the case of the examination of the offices of Heads of Departments or Deputy Commissioners (and officers of corresponding status in other departments), the notes prepared by the Special Officer will be placed before the head of the office for such action as he may deem fit, a copy thereof being submitted at the same time to the Minister and, in the case of offices other than those of Heads of Departments, to the concerned Heads of Departments also. In the case of surprise inspections (necessarily and mostly of subordinate offices), a brief note of the results of every such inspection will either be recorded in the Inspection Minute Book of the office inspected or forwarded to the concerned office for necessary action through the Head of the Department or the Deputy Commissioner concerned, a copy of such note being submitted to the Minister in the event of grave or serious irregularities being noticed. Any course of action suggested in the inspection notes to remedy the defects noticed or to improve the procedure or the working of the office inspected will be normally given effect to by the head of the office inspected, by himself in so far as he is competent to do so, or, where orders of a superior authority are necessary, after obtaining such orders and to the extent that the suggestions, etc., made in the notes are approved or agreed to by such superior authority. Every such officer should intimate the Special Officer through the Head of the Department or Deputy Commissioner concerned once in a month, if no shorter time is indicated in respect of any item, the progress made in rectifying the defects, if any, pointed out and in giving effect to the several suggestions indicated in the notes of inspection. Where it is proposed not to adopt any suggestion made or course of action indicated in the notes, the head of the office concerned will, after obtaining the orders of the Head of the Department or any competent superior officer, intimate in the progress report itself the reason for not doing so to the Special Officer, who may, if necessary, obtain orders of the Minister in the matter.

All references and requisitions from the Special Officer for any records, papers or other correspondence, or for any information required in connection with the inspection work undertaken by him should be promptly complied with by the offices addressed. In the course of any regular or surprise inspections by him, any records,

No. M. 4487-577—G. M. 13-46-31, DATED 7TH NOVEMBER 1946.

papers, documents, registers or other correspondence or material required for examination should be produced by or under the orders of the head of the office concerned without delay. Any officer of co-ordinate or subordinate status will, when required to do so, accompany the Special Officer on any inspection or visit in the course of the latter's work. The Auditors of the Efficiency Audit Branch sent in advance to any office in connection with inspection work will likewise receive the utmost co-operation and assistance from the concerned office staff by way of production of records, papers, registers, etc., proposed to be looked into, and free access to the office correspondence and files. In the course of his work, the Special Officer for Efficiency Audit will proceed as far as possible in consultation with, and under the instructions of the Heads of Departments or Deputy Commissioners (or officers of corresponding status) concerned, and seek their help and guidance as well as the co-operation of the presiding officers of the offices to be inspected.

Government trust that all the concerned officers will extend their full co-operation to the Efficiency Audit Staff in their work as outlined above.

K. THIPPERUDRIAH,
Secretary to Government,
Education Department.

To—The Heads of Departments.
The Secretaries to Government.
The Deputy Commissioners of Districts.
The Comptroller to Government.

Exd—B. G. S.

No. M. 4487-577-G. M. 13-46-31, DATED 7TH NOVEMBER 1946.

ANNEXURE

The following matters, among others, will receive the particular attention of the Efficiency Audit Staff in the course of their examination of the work in the several departments and offices:—

Revenue Department.—Whether darkhasts and petitions received are being registered and disposed of promptly, and if not, what the delay is due to and how best it could be remedied; whether Saguvali Chits are being issued in time; whether takrar takhtas are being put up promptly and all of them registered properly and dealt with speedily and in accordance with rules, and whether the demands on that account are booked and recoveries effected without delay; whether Amarai and Hulbanni revenues are properly safeguarded and whether their sales are being conducted without prejudice to the interests of the villagers and of Government; whether applications for the several kinds of loans are being promptly dealt with and the allotments for such loans fully utilised and whether the dues in that behalf are being recovered regularly, etc.

Whether the special schemes, including those pertaining to the Rural Reconstruction Drive, the amelioration of the Depressed Classes, the sinking of drinking water and irrigation wells, etc., and special concessions of any kind are functioning or are being operated effectively, and in what direction, if any, the working of the schemes could be improved; and whether the issues of licenses of all kinds, petrol coupons, etc., in Revenue Offices are made in accordance with rules and in an equitable manner.

Forest Department.—Whether transactions pertaining to the storage and disposal, specially of old timber, the planting operations, the sale of forest produce and the issue of license, permits, etc., are being conducted in accordance with the prescribed rules.

Excise Department.—Whether transactions pertaining to sales of excise privileges, tapping of trees, etc., as also the inspections by the officers concerned of date groves and shops, and the registering of offences under the Excise and Opium Acts and Rules, and also all processes connected with the several Excise Duties are being carried on as per rules.

Registration Department.—Whether documents, etc, presented by the public for registration are dealt with regularly and promptly.

Public Works Department.—Whether there is promptitude in dealing with bills of contractors, etc., whether there is proper recording of measurements and whether the progress of work relating to restoration and maintenance of tanks is satisfactory.

Railways.—Whether transactions connected with the allotment of waggons, the booking and delivery of goods and parcels, reservation of seats, etc., are properly conducted.

Department of Food and Civil Supplies.—Whether the system of issue of consumption cards, permits, licenses, quotas, etc., in respect of rationed and controlled articles is being worked in accordance with orders or instructions issued from time to time and whether powers have been vested properly.

General.—Whether every vital process or procedure peculiar to each department is being followed in a manner calculated to ensure promptness and fair dealing in all matters affecting the interests of Government as well as of the public.

WD 2941—GPB—400—16-12-46

CONFIDENTIAL

PROCEEDINGS OF THE MEETING OF SECRETARIES TO GOVERNMENT AND HEADS OF DEPARTMENTS HELD ON 8TH MARCH 1948 AT 11-00 A.M., AT THE COUNCIL CHAMBERS, OLD PUBLIC OFFICES, BANGALORE.

PRESENT.

Shri K. Chengalaraya Reddy, Chief Minister Dewan-in-charge. (*Presiding*).

Shris—

1 V. Vedavyasacharya, Chief Secretary.
2 M. Shamanna, Financial Secretary.
3 C. E. Noronha, Development Secretary.
4 Mahomed Ismail Sheriff, General Secretary.
5 S. Kanakaratnaraj, Law Secretary.
6 A. C. Nirvani Gowda, Education Secretary.
7 A. S. Khaleel, Food and Civil Supplies Secretary.
8 B. S. Narasinga Rao, Public Works Secretary.
9 Syed Abdul Aleem, Revenue Secretary.
10 S. Narayan Rao, Revenue Commissioner.
11 B. S. Raghavendra Rao, Commissioner for Economic Development and Planning.
12 M. Narasimhaiya, Chief Engineer for Irrigation.
13 N. V. Bapat, Chief Engineer for Roads and Buildings.
14 M. Navaneetham Naidu, Excise Commissioner.
15 K. Guru Dutt, Director of Food Supplies.
16 K. Subba Rao, Commissioner of Income-tax.
17 V. V. Monteiro, Senior Surgeon.
18 P. M. Narayanaswami Naidu, Superintendent, Veterinary and Animal Husbandry Services.
19 R. Ramakrishna, General Manager, Mysore State Railway.
20 V. T. Sreenivasan, Comptroller to Government.
21 P. Parthasarathi, Director of Public Health.
22 B. G. Appadorai Mudaliar, Director of Industries and Commerce.
23 M. C. Albuquerque, Chief Medical Officer.
24 R. Kasturiraj Chetty, Director of Public Instruction.
25 B. Rama Rao, Director of Geology.
26 B. Narayan Das, Chief Electrical Engineer-in-charge.
27 B. Krishnaswamy Chetty, Superintendent, Government Printing.
28 H. Hombe Gowda, Public Service Commissioner.
29 D. L. Sathe, Chief Conservator of Forests.
30 K. H. Srinivasan, Director of Agriculture.
31 U. K. Somappa, Senior Deputy Inspector-General of Police.
32 Abdul Khader, Additional Director of Food Supplies.
33 K. Nanjappa, Superintendent of Government Gardens.
34 G. V. Rajaratnam, Publicity Officer.
35 B. Suryanarayana Rao, Deputy Registrar, Co-operative Societies.
36 T. Rangaswami, Special Officer, Rural Development.

Measures for expediting disposal of Government business.—In the course of his introductory remarks, the Chief Minister observed that delays were noticed in the disposal of Government business, and that it was necessary to know why these delays occurred and to consider what measures should be taken to obviate the delays and to expedite disposal of business.

Business in Departments and offices arose mainly :—

(*a*) from petitions, applications or requests of parties to officers of Government and to the Ministers of Council;
(*b*) from references made by Heads of Departments in the normal course of administration in each Department; and
(*c*) from references made by other Administrations or Governments regarding matters of common concern.

Prima facie, it appeared to him that delays were in most cases due to the enormous increase in the volume of work and direct references to Government in matters which are within the competence of subordinate authorities, the centralisation of powers with Government and Heads of Departments—in respect of matters which may well be left to the discretion and powers of sanction of suitable subordinate authorities, the lack of method by officers in sorting out what is important and what is routine and in intelligently bringing matters to a satisfactory disposal by giving personal attention to cases which may be complicated or which may present some difficulty, and want of co-ordination between officers of different departments, in dealing with questions which may concern more than one department.

Referring in particular to the existing procedure for the disposal of petitions received by the Ministers during their tours, the Chief Minister suggested whether a more expeditious method of disposal of such petitions may not be evolved for adoption in future. Such petitions were being now sent to the local officers through the Secretariat and the Heads of Departments. The Chief Minister suggested that petitions, which admitted of disposal on the spot, might perhaps be referred then and there to the local officers and abstracts of such petitions indicating the manner of disposal, might be reported by them to the Heads of Departments and the Government for information and record.

The Chief Minister then suggested to the Heads of Departments that they should immediately take stock of the progress made in utilising grants sanctioned in the budget and speed up measures for fully utilising the balances of allotment before the close of the official year. After these introductory remarks, the Chief Minister invited a general discussion on the subject and suggestions from the officers present.

Shri B. G. Appadorai Mudaliar, Director of Industries and Commerce, referred to the delay in the Secretariat in the disposal of cases and suggested that several matters of doubt could be usefully cleared up on the telephone—or in a personal discussion between the Secretary to Government and the Head of the Department concerned. It was also necessary that while sanctioning a scheme, the Government should sanction, at the same time, the staff necessary to work the scheme. The Director suggested that periodical meetings may be held once a month with each Head of a Department to enable decisions being taken on important matters involving policy or dealing with development schemes.

The Comptroller intervened and said that para 686 of the Manual of General Circulars and Standing Orders provided for such periodical meetings, but the Comptroller had not attended any such meeting for the past 7 years although the Audit Department came into contact with every other Department. The Chief Secretary observed that periodical meetings every month were held in the past, and that it had apparently gone out of use, as Heads of Departments were bringing up for consideration at such meetings questions of a personal character and not matters of general policy.

The Comptroller did not know whether there was a practice of important letters written by Heads of Departments being submitted to the Ministers in charge. The Chief Secretary said that if the letter concerned a matter of outstanding importance the letter or copy of it would be placed immediately before the Minister or Ministers concerned by the Secretary to Government in the Department.

The Comptroller urged that more powers should be delegated to Heads of Departments for disposal of routine work so as to avoid references to Government. The Audit Department came into daily contact with every other Department and had to work almost exactly on the lines of banking institutions. The Department was working however with an acute shortage of hands to do the original work. The bulk of the original work in the Department had to be done by clerks; and in the circumstances there was delay in disposal and accumulation of arrears for some years past.

Mr. B. S. Raghavendra Rao said that last year when the Budget was framed each Minister went through the development scheme relating to the Department with the Head of the Department and the allotments were fixed only after such discussion. As regards schemes that had not yet been sanctioned, the allotment was fixed on the basis of what schemes were likely to be sanctioned. In the past, 80 per cent of the petitions received by the Dewan and Ministers while on tour were then and there analysed with the assistance of the local officers and disposed

of. The remaining petitions were abstracted and placed before the Education Secretary who would decide which of the petitions must be registered and with regard to which endorsements should be given and which of them should be included in a book maintained by the Deputy Commissioners of Districts. The Education Secretary kept watch over the disposal of these petitions and called for periodical reports. Mr. Raghavendra Rao said that a list of subjects pending with the Government was maintained by the Departmental Heads and that the list was reviewed at monthly meetings. He suggested more frequent inspections of subordinate offices and the reviewing of the action taken on notes of previous inspections.

The Chief Secretary observed that from the past experience, it was found desirable that there should be a proper selection of subjects for monthly meetings. Instead of bringing up questions relating to policy or general schemes at such monthly meetings, opportunity used to be taken to urge questions of a personal character, such as the grant of personal allowances, the revision of the grade pay of an appointment, etc. All such questions of personal or local interest should be eliminated from the agenda, if the monthly meetings were to be really effective and useful.

Mr. B. S. Raghavendra Rao pointed out that the office and Departmental Manuals were not up-to-date and that most of the officers and staff did not know how to dispose of papers with the result that even persons who had acted for many years did not know what was expected of them and much business that could be disposed of was not done on account of want of training. He, therefore, suggested a training class for officials for training them in departmental work. Formerly there used to be a Clerkship Examination. He suggested that each Department should give six months' training, half an hour or so a day to train up officials—by officials he included officers too, as some of them did not know the procedure—in this direction. The Heads of Departments should be made responsible for this work.

The Chief Secretary stated that so far as the Secretariat was concerned, there was an arrangement for conducting certain classes in the evening with some experienced Superintendents and Assistant Secretaries on the staff who gave practical lessons as to how to deal with files, etc., even to those who might have passed Office Manual Examination. In other offices, the Personal Assistants and the Managers should similarly train up the raw officials. Fifteen minutes or half an hour spent in this direction a few days in the week would be definitely worthwhile and make for improvement in the disposal of Government work. The revision of the Manuals, he agreed, was quite necessary. Giving practical lessons about the manner in which the files should be dealt with would be even more beneficial.

Mr. Kasturiraj Chetty, Director of Public Instruction, suggested that it would be in the best interests of work if a leave reserve—say 12½ per cent—could be allowed in the case of offices with a large clerical staff. The Comptroller said that such an arrangement was prevailing in Indian Provinces and supported the suggestion. The Chief Engineer for Irrigation stated that this had special reference to the Malnad districts where it would be impossible to get on with work if there was not 25 per cent leave reserves. He referred to the need for the delegation of certain powers to officers of each unit and added that the Public Works Sub-Division Officers would be able to deal with the matters quickly and efficiently, given certain additional establishment.

The Chief Engineer also suggested that after due delegation of powers, subordinate officers and Heads of Departments should be pulled up if they do not exercise them and look up to Govenment in matters which are within their competence and wherein they have to take responsibility. It was necessary therefore that the requirements of establishments should be re-assessed from this view-point and the staff strengthened where required. His own offices at present were not sufficiently manned to deal with the enormous amount of work that was coming in, particularly for the last four years.

The Director of Agriculture said that it was very difficult to find suitable staff for the clerical establishment. For instance, he said, on account of the paucity of C. R. B. candidates, 25 per cent of the local candidates were appointed tentatively and had to vacate when C. R. B. candidates came forward. Candidates, who were employed temporarily, had no incentive to work and that was a handicap. He thought that a certain amount of discretion had to be left with the Head of

the Department in the matter of appointments where a large number of temporary hands were being entertained or the Public Service Commissioner would have to be advised to see that the number of candidates to each Unit was increased.

The Public Service Commissioner said that as far as the Technical staff was concerned, it was not correct to say that they were appointed tentatively. He admitted, however, that there was some dearth so far as the clerical staff was concerned.

The Chief Minister said at this stage that, in the light of the discussions, Heads of Departments should formulate and send up proposals for decentralisation at a very early date. He added that another meeting would be held when the other Ministers also would be present to consider the proposals. He stressed the need for periodical meetings of the District Officers also taking place regularly, as contemplated in the Manual of Circulars and Standing Orders.

The Chief Minister then said that there was a complaint that there was delay in the disposal of business because papers were being held up in the Finance Department. The Financial Secretary said that no paper was held up in his Department for more than a week. He further stated that at present the Government was facing very bleak times. The introduction of prohibition, the implementation of the revision of scales of pay to non-gazetted staff and the continuance of schemes on account of post-war development would be a drain on the State Exchequer to something like five crores of rupees. Although the Government had resources, it was difficult to realise all those without disturbing the equilibrium. He, therefore, requested the Heads of Departments, especially those in charge of development departments, to carefully analyse as to what shemes could wait, what schemes had better be given up and what schemes should be pushed through. Such analysis was obviously essential as finance was the backbone of all schemes. He requested them to assist the Finance Department to maintain the equilibrium without at the same time halting the progress of the country.

The Chief Minister observed that there should be no halting in the consideration and execution of schemes for which budget provision had been made in the current year.

Mr. Raghavendra Rao said that there was a rule that proposals which *prima facie* were not covered by the rules should as far as possible not be sent up to Government. But unfortunately the number of such proposals not covered by the rules was increasing with the result that the Finance Department had perforce to point out how the proposal was outside the rules.

Mr. Mahomed Ismail Sheriff, General Secretary, said that some sort of basic change was called for and he suggested the engagement of a large number of steno-typists and typists who could work in the Sections, with the Assistant Secretaries and Secretaries to Government. The Typing Section might be abolished as it involved delay in typing work. The Comptroller enquired whether this aspect of the matter was not examined by the Officer who had been placed on special duty recently to examine the work in the several branches of the Secretariat. The Chief Secretary said that the abolition of the Typing Section was one of his recommendations and that the suggestion was under consideration.

The Chief Minister said that according to the new set-up all papers that were marked to the Dewan should be marked invariably to the Chief Minister as well, after they are passed by the Minister concerned. Some Secretaries were following this procedure while others were not. The Chief Secretary said that a Circular letter had been since issued for the guidance of the Secretaries.

Referring to Council cases, the Chief Minister said that the opinion of the Minister concerned and the Chief Minister and the Dewan should be specifically indicated in the Circulation Note. The Circulation Note should be exhaustive and mention all relevant facts and points of law or Standing Orders to enable the Ministers to form an opinion and arrive at a decision. After His Highness's orders are received, the file is circulated among the Ministers normally, after the issue of orders. Between the point of time when His Highness's orders are received and that when it is circulated to the Ministers after action is taken, there is often a time lag. This should not happen.

The Chief Minister continued that in a democratic system of Government, we had to make the public know as to what is happening at various stages, *viz.*, information stage, initiation stage, transitional stage and then the final stage.

After final orders are received full and exhaustive press notes giving the public enough information should be issued, through the Publicity Officer in respect of large schemes, programmes or questions of policy. It is not possible to work many schemes successfully without the co-operation of the public.

The Chief Minister said that he was thinking of changing the whole procedure regarding disposal of petitions. Endorsements were being given to all the petitioners, but there were complaints that no endorsements were received. He thought that a change in the form of endorsement was also necessary. There was a feeling that formal replies were being sent and that the tone of the endorsements may be usefully modified so that they may be more acceptable and pleasing. He suggested that the various forms of endorsements may be examined and modified where necessary. The Chief Minister concluded by saying that there would be another meeting some time later in the month when steps would be taken to consider and finalise proposals in this matter, and suggested that copies of the proceedings of this meeting might be sent in the meantime to the members, marked confidential, for enabling them to formulate their proposals well in time.

The meeting terminated at 12-45 P.M.

T 2738

REPLY

(*To be written on this margin*)

Office of the Chief Minister

No. 2931

Date 19-3-49

OFFICE OF THE MINISTER FOR LAW AND LABOUR

NOTE

Dated 12th March 1948

2) The petitions, letters or applications or representations received from the members of the public or the subordinates are not being properly dealt with and expeditiously disposed of in the Secretariat. This has resulted in the getting of reminders from the parties. MOreover, the moment a petition or letter or application or representation is referred to the Secretaries concerned, it will be lost sight of in the Minister' Office and it is only when a reminder is received from the parties that it is possible in the Minister's Office to tra the reference.

3) Similarly, the instructions etc. contained in the tour notes or inspection notes or ordinary notes independently sent by the Ministers are not also being expeditiously disposed of with the result that during tours, we will have to hear the same representations over and again.

4) With a view to expedite the disposal of the matters contained in the petitions representations, applications, letters or tour notes etc., I would suggest the following procedure being adopted in the Secretariat.--

1. A progress report of action taken in respect of the petitions etc. referred to the

the Secretaries to Government may be got from the Heads of Departments and submitted to the Ministers concerned by the respective Secretaries, once a fortnight on the 15th and 30th or 31st of the month.

2. A progress report of action taken on the instructions of the Ministers contained in the tour notes, inspection notes etc. may be submitted to the Ministers by the Secretaries concerned once a fortnight on the 15th and 30th or 31st of each month.

3. As regards Ministers' tour notes or tour instructions, it is suggested that a copy of such notes or instructions is sent to the Deputy Commissioners concerned direct from the Secretariat so that action might be taken by them in consultation with the local Officers.

5) If this suggestion meets with the approval of the Chief Minister, the Chief Secretary may issue instructions to the other Secretaries concerned.

K.T. Bhashyam

Minister for Law & Labour.

CHIEF MINISTER W/C)

6) the whole matter is under consideration. Proposals have been requested to be sent by Heads of Depts & Secretaries. There will be a further meeting in the near future when ministers also [illegible] consulted.

Chief Sec)

KCR

KCR

Serial No.

D. O. No. C, 5756/428, dy 3.4.48 from the Director of Food Supplies in Mysore, Bangalore, forwarding a note containing some suggestions for expediting the disposal of business in Government Offices.

Chief Secretary's order on p. n. d.-

7) "C. B. Please compile all these "Suggestions quickly so that the matter "may be scrutinised and brought up "before a meeting again, early".

A 8) It is for consideration whether this work may not be done in the Efficiency Audit Branch which, being familiar with the work of the various Government Departments in the State in the course of its audit and having opportunities to size up work everywhere, is in a better position to examine the proposals made by departments, to standardize methods of work in Government Offices and to suggest rules and procedure making for efficiency and expedition.

9) Submitted for orders. A may be approved. Dey 6/4/48

Chief Secy 5.4.48. 21/4/48 6/4/48

10) Yes - (and the Spl Officer EA may please see me.) 21/4/48

8668 6/4

NOTE—Contn. Sheet.

× Spl. Officer being informed E. Dy. Secy.

Secretaries' meeting — Expediting disposal of work in Government Offices.

File No. 4/21 of 194 .

General and Revenue Secretariat

Serial No.

~~R. O. File No.~~

1) Forwarded to the Special Officer, Efficiency Audit, for further action.

M. Malleshappa 23/4/48.

For Chief Secretary to Govt.

Prd 22.4.48.

Sent 22/4/48

12) Obtained instns from the Chief Secy on 22.4.48 to bring up towards the end of the month.

22/4.

Letter no. G.4187 dated 7.4.48 from the Director of Geology;

Letter no. 339/48 dated 12.4.48 from the Superintendent, Govt. Botanic Gardens.

Letter no. A.-PR. 116/47-48 dated 7.4.48 from the Revenue Commr. in response —

General and Revenue Secretariat | File No. of 194

Serial No.

(1) Letter No. C. 134/47-48, dt 8.4.48 from the Commissioner of Income-tax in Mysore, Bangalore;

(2) Letter No. P.C. 672-73, dt 14.4.48 from the General Manager, Mysore State Railway; and

(3) Letter dt 8.4.48 from the Addl. Director of Food Supplies in Mysore — regarding proposals for expediting business in Government Offices.

13) Submitted for perusal.

14) It has been submitted on another set of receipts of this kind that the matter may perhaps be dealt with in the Efficiency Audit Branch.

22.4.48.

Do Letter no. E.S. 45/47-48 dated 15.4.48 from the Commissioner for Development and Economy Officer

Do letter no. H.C. 199/47-48 dated 23.4.48 from the Dr. of Agri. in the matter.

15) A precis of the proposals so far received is put up herewith. As most of the officers have not sent up proposals, they are being reminded.

30.4.48
3.5

Chief Secretary

*) obtained with the approval of Chief Sec & noted down for certain points he wishes to make. A comprehensive note to be put up on the subject incorporated and placed before him by about 10 AM or 12 AM

NOTE— Contn. Sheet

3.5.48

Obtained further notes
To bring up during next week
11/5/48

Serial No.

Letter no. C.C. 147 dated 8-5-48 from the JSP

— do. C.C. 459-1 dated 11-5-48 from the Surgeon

Dr. no. PW 105 37-38 dated 12-5-48 from the Purchase

To be taken up on 25.5.48. h C.S. 20/5

16) A note is put up herewith for formal orders re: the date of the next meeting, if any, for a consideration of the matters raised.

Chief Secretary) 25.5.48

To be taken up on 25/5

M.O. no. 1/48-9.

17) A Tabular statement, setting forth the substance of the various suggestions made, the office notes thereon and notes embodying the Chief Secretary's remarks with reference to the note mentioned supra is put up for orders.

The statement has to be read along with the note which contains a more or less detailed discussion of the proposals made.

18) The note referred to in the last but one page of the statement, regarding the training of recruits, is ~~also appended~~ also appended to the statement.

Put up Statement on 7.6.48 & A fresh note be put up 7/6

Recd 3.7.48

19) I have discussed this matter carefully with the S.N. Officer & A.

20) Please see tabular statement, where the suggestions made have been analysed & noted. I have noted my views at each of the points.

21) After the Chief Minister perusals & records his views, a meeting of Ministers & Secy to Govt may be convened, at which

4121
CB

the Chief Min, and the other Hon'ble Min^rs may also be invited to be present.

Chief Min^r)

27/9/48

Office of the Chief Minister
No. 1891
Date 27-9-48

22) The Chief Secy in consultation with the Officer in Charge Efficiency Audit will put up proposals for sanction & enforcement.

31/10.

23) S/T. O/P. E.A. to Please see me

11/10

3764
5 NOV 1948
OF MYSORE

L.O. No. 27/CB. dated 9.11.48

24) Forwarded to the Special Officer, Efficiency Audit, for bringing to the file.

OFFICE OF THE SPECIAL OFFICER FOR EFFICIENCY AUDIT
BANGALORE
10/11/48

Obtained written from w.e.f. on 16/11. Proformas to be put up in writing a list.

K. Mallesharya
9.11.48.
Chief Secretary to Govt.

9.11.48.
9.11.48

25) An outline of the main proposals that have so far emerged is given in a few places below, which could also serve as the basis for an agenda for any meeting that may be held in this connection.

P.T.O.

Detailed proposals with financial and other implications will necessarily depend on the nature of the orders passed by Govt. on these proposals, and would be submitted in due course after they are received. Where, however, the instructions of Govt. are to be conveyed to the Heads of Departments in the form of circulars, memoranda etc., drafts will be put up, soon after the proposals in that behalf are viewed on.

24.11.48

Chief Secretary).

26) Discussed. A list of points suggesting also the Directive to be issued may be put up. ~~Having the~~

24/XI

21.0.45/48.8.49
8/12/48

27. A list of points in the form of Draft Proposals is put up herewith as directed.

28 Regarding Decentralisation of Powers, the list enumerates only powers that may be delegated generally to the Heads of all the major departments. There are others which are peculiar to the departments concerned and which would perhaps need individual consideration as has been suggested, rather than at a meeting of all Heads of Departments.

29 For orders with reference to Para 22 supra.

CHIEF SECRETARY)

8.12.48.

30. For consideration. These draft proposals may be considered one by one at

Expediting disposal of business in Government offices. 3752 CB-48 (4121 CB-47)

A | a meeting of all Heads of Depts. & Sect. offices, in one or more sittings, with the Chief Minister or the Dewan presiding, and finalised. Final decisions on these issues, it is hoped, would go a long way in improving the despatch of work.

5191. 10.12.48.

31. The questions peculiar to certain Departments may be taken up for consideration later, after the features common to all Departments are dealt with.

10/12/48. sd/- 10/12/48

(Absent at Delhi) Chief Min & Dewan.

DEWAN'S OFFICE 10 DEC 1948 2707

32 A I agree.

AVM 12/12

CHIEF SECRETARY 5960 13 DEC 1948 GOVT. OF MYSORE

33. The chief Minister may also see this

AVM.

Chief Minister:

Office of the Chief Minister C 1251 Date 13.12.48

34. 23/12

23/12 sd/- 23/12/48

CHIEF SECRETARY 6635 13 DEC 1948 GOVT. OF MYSORE

Submitted

35. If approved, this will be put up after the L. C. Session is over - for fixing up a date for the meeting of Heads of Depts. & Sect. Officers.

36. sd/- 23/12/48

Chief Secy) 37. Yes 23/12 sd/- 23/12/48

CHIEF SECRETARY 5816 4 DEC 1948 MYSORE

23.12.48.

3752/CB

Expediting despatch of business in Government Offices — Meeting of Heads of Deptt. & Sectt. Officers.

38. Resubmitted for orders fixing a date for the meeting of Heads of Deptt. and Sectt. Officers — vide paras 30, 35 and 37.

Chief Secy) 21.1.49

21.1.49

35) 21/1

Chief Mir.)

CHIEF SECRETARY 6630 21 JAN 1949 GOVT. OF MYSORE

40) A meeting may be held in ~~the~~ second week of February — later part.

Office of the Chief Minister
No. C.1.6144
Date 21-1-49

U.O. No. 63/CB dated 26.1.49

28/1

41) E.A.O. Please put up draft notice indicating place & time. V. Early.

25/1

CHIEF SECRETARY 7540 25 JAN 1949 GOVT. OF MYSORE

42) Draft letter to Heads of Departments and Secretaries to Govt. is put up for approval

Chief Secy.) 31.1.

43) The Chief Mir. says 12.2.49 wd. not be suitable. A date may be taken from him after his return from Delhi.

44) Received instructions of the Chief Minr. to the effect that it would not be possible to have the meeting this month and that this may be postponed and put up towards the end of the month for fixing a meeting in the early part of March.

17.2.49 (11 am)

21/2

21/2/49

22.2.49

Refer: Para 44 your notes

for kindly stating that

owing to the Chief Minister is

not date and time of the

proposed meeting of Heads of Depts

Private Secy.
to Chief Minister
W/c

7.3.49

47) Copies of the Statement

of the draft proposals may

be sent to the ministers also

for their kind information and

consideration. We may bring

Expeditious despatch of Business in Govt. Office — Meeting of Heads of Departments & Secretaries to Govt.

3752/CB

U.O. No. 69/48-9.

41) For perusal. It is for consideration if copies of the statement (of Dept proposals) are to be made available to the Heads of Departments & others for reference at the meeting in the meantime. If so, multigraph ~~or~~ ~~printed~~ printed copies would have to be got up for distribution at or about the time of the meeting.

Chief Secretary)

17.2.49.

CB
17.2.49

46) May be done

18/2

18/2/49

22.2.49.

Draft intimation to the Heads of Departments and Secretaries to Govt. re: the meeting ~~[illegible]~~ fixed for 28.3.1949 is put up for perusal before issue. If approved, the intimations will

CHIEF SEC. 8 MAR 1949 GOVT. OF MADRAS

U.O. no: 69/49

issue from this office.

49) Printed copies of the draft proposals are being prepared and will be sent to the officers concerned shortly and also submitted, as directed by the Chief Minister above, to all the Ministers.

Chief Secy.) 8.3.1949

50) 8/3.

51) Instructions received over phone from Chief Secy. that as the Chief Minister will make arrangements on 28.3.49, the meeting cannot be held & notice issue that the notices need not be sent. 11/3/49.

52) In view of the postponement of the meeting fixed for 28.3.49, orders of the Chief Minister will be obtained towards the end of the month & another suitable date.

12.3.49

Chief Secy.)

53) The printed copies of the draft proposals may be sent now, if ready, omitting ~~the date of next mtg.~~ in the covering letter. ~~A separate notice may issue re. date & time of notice.~~

12/3.

12/3

CHIEF SECRETARY 8449 12 MAR 1949 GOVT. OF MYSORE

Issued by Govt. no: 121-163/49 dated 17.3.49 to H.O.'s enclosing copies of draft proposals.

12.3.49

54. Copies of the draft proposals have been sent to Heads of Departments and to certain to Govt., and also submitted to all the Ministers as directed by the Chief Minister (vide para 49) supra).

C.O. No: 86/49

3752 CD.

Proposals for Expediting Despatch of Govt. Business

[Two spare copies of the draft are also placed in the file for reference]. The file will now be submitted to the Chief Minister for orders re: a suitable date for the meeting.

DEWAN'S OFFICE
18 APR 1949
No. .....

55 A point for consideration while issuing intimations of the date of meeting to the officers concerned will be whether all the Heads of Departments (including the minor ones) listed in the statement in the file are to be requested to attend the meetings. It would appear that on the last occasion not all of them were present, though it is not clear from the file if all had been asked.

May V

Chief Secy.) 22.3.49

56 The Heads of Minor Departments may be omitted.

A

57 A date for the meeting may be indicated.

CHIEF SECRETARY 8760 22 MAR 1949 GOVT OF MYSORE

OFFICE OF THE CHIEF MINISTER
No. 6342
Date 22/3/49

22/3.

Chief Minr.)

58 2nd May will suit me. The Dewan may be consulted

CHIEF SECRETARY 1058 18 APR 1949 GOVT OF MYSORE

CHIEF SECRETARY 10445 14 APR 1949 GOVT OF MYSORE

12/4

59

I have retained a copy of the draft proposals. ARH

Dewan.) 60 2nd May suits me also. 14/4

A. I agree. Notice may issue to the persons concerned. ARH 17/4

18/4

Proposals for Expediting Despatch of Govt business

Issued letter no: EA 981/48-9 D 18.4.49 to the Secretary, Mysore Legislature, re: the sparing of the L.C. Hall for the meeting on the 2nd day & the following day if necessary.

18/4/49

61 Intimation received from the Chief Secy. by phone on 22.4.49 to the effect that the Meeting will be held at 11 AM on 9.5.49 (and not on 2.5.49).

Issued D.O. letter no: 175-207/48-9 dated 25.4.49 to the Heads of Departments and Secretaries to Govt (as per list enclosed) intimating that the meeting of officers will be held at 11 AM on 9.5.49 at the LC Hall.

Issued letter no: EA 993/48-49 dated 25.4.49 to the Secy. Mysore Legislature re: sparing the LC Hall for the meeting on 9.5.49 & the following day, if necessary.

25.4.49

D.O. letter no: E-710 D 21.3.49 from the General Manager Mys. State Rly. M.S. State Rly. M.S. the Dept will be for the powers inclusive the Dept will be such a Govt separately.

RCO. no 102/48

62 Notice have been issued to the heads of all the major departments intimating the revised date of the meeting, viz., 9th May. The Secretary of the Legislature has also been addressed to reserve the L.C. Hall for the holding of the meeting on the said date. [Mr. Registrar is being separately requested to make necessary further arrangements.]

For information

63 25.4.49

3252

Chief Secy
M/c

64 [Mr. reference books, circulars & S.O.'s may be kept ready at the place of mtg. Tea arrangements may be made (4 p.m.).]

26/4

26/4

CHIEF SECRETARY 9918 26 APR 1949 GOVT. OF MYSORE

Letter no. 4363/LC dated 26.4.49 from the Secretary, Mysore Legislature, conveying the permission of the President, LC, to use the LC Hall for the meeting.

Letter no. E 48603 dated 30.4.49 from the General Manager,

Mysore Regs. returning the copy of the proceedings of the meeting of Heads of Departments held on 8.3.48.

Do letter no. Fl. 100-44 dated 30.4.48 from the Financial Secy. mentioning the circumstances stated a postponement of the meeting.

65 In view of the meeting of the Public Accounts Committee scheduled for the 9th, 10th & 11th, the Financial Secretary has suggested a postponement of the meeting of Heads of Departments to some time after the 15th, as the Hon'ble Finance Minister, the Financial Secretary & the Comptroller will be busy in connection with the Session meeting and even the presence of several other heads of major departments are likely to be required at that Retrenchment meeting. It is mentioned that the Hon'ble Finance Minister has also made a similar suggestion.

66 It is therefore for consideration if the meeting now proposed to be held on the 9th is to be postponed to some other date which is more convenient.

67 Notice have in the meantime issued to all the concerned Heads of Departments and necessary arrangements also

U.O. No: 106/48-9

made in connection with the holding of the meeting at the Legislative Council Hall. Intimations re: the postponement of the meeting, if ordered, would have to be sent early to all concerned.

68 For favour of obtaining early orders

69

2.5.49.

Chief Sec.
M.C.)

70 I have consulted the Dewan & the Chief Min. The meeting has to be adjourned, and a ~~further~~ date fixed later.

CHIEF SECRETARY
1123
2 MAY 1949
GOVT. OF MYSORE

2/5

3/5.

Issued D.O. letters no: 212-244/48-49 dated 3.5.49 to all the officers concerned re: the postponement of the meeting
Issued letter no: EA 1053/48-49 dated 5.5.49 to the Secy. Mysore Legislature, re: the postponement of the meeting.

108/48-9

71 All the officers concerned have been intimated about the postponement. A fresh date and time have now to be fixed.

CHIEF SECRETARY
1322
10 MAY 1949
GOVT. OF MYSORE

5.5.49

Chief Sec.
M.C.)

72

5/5

CHIEF SECRETARY
1037
5 MAY 1949
GOVT. OF MYSORE

Chief Min.
&
Dewan

Office of the Chief Minister
No. 7477
Date of Receipt 6/5/49
Date of Return 9/5
CHIEF SECRETARY
1128
9 MAY 1949
GOVT. OF MYSORE

73 The Dewan's convenience may be ascertained first.

Vice.
7/5

74 Friday 20th will suit me.

ARM 9/5

75

9/5

132
10/5

Meeting of Heads of Departments.
— Simplification of Office Procedure -

CHIEF SECRETARY
11 MAY 1949
OF MYSORE

(Chief Minr)

76 Yes. The ministers also have to be requested to be present.

10/5

77 11/5

(E.A.O. w/es)

78 Dpt notices.

79 The Hon. Minr. for Civil Affairs has agreed to postpone the Select Committee mtg. to other date and release the L.C. Hall on 20th for this meeting. Please proceed with the arrangements. Meeting will commence at 11 a.m.

12/5

Issued D.O. letter no: 251-83/48 dated 12.5.49 to all the Heads of Departments and Secretaries to Govt., (as per list), intimating that the meeting will be held at 11 AM on 20.5.49 at the LC Hall.

Issued letter no: EA 183/48-9 D 12.5.49 to the Secy. to the Legislature, requesting for making available the Hall for the meeting.

Letter no: 4568/LC. D 14.5.49 from the Secretary L.C. stating that the LC Hall will be available for the meeting on 20th

Meeting of Heads of Departments - Proposals for expediting despatch of Govt. business

—

D.O. letter no: R.S.5411 D 16.5.49 from the Asst. Secy. to Govt, Railway Department.

80 The Asst. Secy. states that the Sri. J.N. Nanda, Secretary to Govt. Railway Department, will be unable to attend the meeting, owing to his being on casual leave during that period.

D.O. letter no: P.C. 528 D 17-5-49 from the Chief Engineer for Irrigation.

81 The Chief Engineer regrets inability to attend the meeting on the 20th as he would be at Jog on that date, and states that Sri. M.N. Lakshmana Rao, Chief Engineer for Rds and Bdgs, will represent the P.W. Department.

18.5.49

D.O. letter D 18.5.49 from the Com^r for Labour in Mysore, B'lore.

82 The Com^r for Labour states that he will attend the meeting.

D.O. letter D 19.5.49 from the Deputy Chief Elect. Engr.

83 Stating that the Chief Elect. Engr will be on C.L. and hence will not be able to attend the meeting.

Phone message from W. Works, E.B. at 10.30 pm on 19.5.49 intimating other re: cancellation of W. meeting. 20/5.

84 D.O. letter no: 289-292/48-49 and no. 293-322/48-49 D 20.5.49 to all Hds. of Departments and Secretaries to Govt., intimating that the meeting of Officers fixed for the 20th May has been postponed and that a fresh date when fixed would be intimated.

85

20.5.49

Issued letter no: EA 1141/48-49 dated 20.5.49 to the Secy. Legislature, re: the postponement of the meeting.

86 The postponement of W. meeting of officers fixed for 20.5.49 has been intimated to all W. Officers

6785
CB

20.128/48-reg.

Meeting of Heads of Departments — Proposals for expediting the despatch of Govt. business.

concerned. A fresh date needs to be fixed, but in case it is considered that in view of the impending session of the Representative Assembly, no meeting could be held until after it is over, the file will be put up for orders during the third week of June.

"A"

CHIEF SECRETARY
CB
23 MAY 1949
2017
GOVT. OF MYSORE

23.5.49.

Chief Secy
M/c

87

28/5

24/5

88 The file is put up as indicated at "A" above.

20.6.49. 20/6.

Chief Secretary m/c. for fixing a date for the meeting

89
20-6-49

CHIEF SECRETARY
9 SEP 1949
GOVT. OF MYSORE

90 To be put up after D.C. is over.

20/6.

CHIEF SECRETARY
648
25 JUL 1949
GOVT. OF MYSORE

91 Resubmitted as per above instructions

25/7/49

Chief Secy)

25/7/49

Office of the Chief Minister
No. 1438
Date of Receipt 30/8/49.

92 The file is put up for mentioning a date for the mtg. About 10 days' notice would be needed.

10th October — Chief Min.)
11 A.M.

30/8

Meeting of Heads of Departments - proposals for expediting despatch of Govt Business

210-128/48-49.

6785
E.B.

Submitted.

94 This file may be returned to the ~~Inspector~~ Efficiency Audit Office for taking action with reference to para 93 supra (Chief Minister's minute)

Chief Secy)

10/9/49.

95) 12/9/49

E.A.O.)

10/9

96) 12/9

10.9.49

CHIEF SECRETARY 2437 12 SEP 1949 GOVT. OF MYSORE

Submitted: —

97) Chief Secretary has to be consulted. re the place of meeting before issue of intimations from this office.

Mer. 14/9/49.

98) Consulted. Issue notice of the meeting at 11 A.M. on 10/10/49 at L.C. hall to the several heads of departments, deputy commissioners. L.C. Secretary may be addressed to make the L.C. hall available to hold this meeting.

Submitted: —

99) L.C. Secretary. Registrar 14/9/49

by R.S. → Sri. D.T. Sreenivasachar, D.C. Shimoga. have been addressed today. After confirmation from L.C. Secretary. re reservation of Council Hall, notice of meeting to several Heads of Departments and Deputy Commissioners Secretaries to Govt will be issued. In the meanwhile notes of this office will be prepared and copies also

Mer 15/9/49

100) 15/9

Issued letter No. E.A. 322/49-50 dt 15-9-49 to the Secy., Mysore Legislature to reserve the L.C. Hall on the 10th October 49 and the following day.

Issued letter No E.A 323/49-50 dt 15-9-49 to the Registrar, G.A.S. for arranging tiffin for about 70 persons

Issued D.O. letter No. 21/49 dt 15-9-49 to the D.C. Shimoga requesting him to be present here one day before the meeting.

6785/CB Meeting of the Heads of Depts. Secys to Govt. etc. – proposals for expediting despatch of Govt. Business

W.O. No. 14/49-50

20/9/49 101) Draft letters to the Heads of Departments Secretaries to Govt and Deputy Commissioners of the Districts put up for approval. mee 20/9/49

D.O. letter from the D.C., Shimoga in reply to this office letter No. D.O.21/4750 of 15-9-49.

Letter No. 596/LC. of 19-9-49 from the Secy., Mys. Legislature in reply to this office letter No. 328/4710 of 15-9-49.

102) 23/9/49 The Chief Secretary phoned up and intimated that the issue of notices of the meeting may be stayed since the Chief Minister was not definite of being at Madras on the 10th of Oct 49 as he may have to proceed to Delhi. He said that definite information will be available when he (S/01 A/C) goes over to Mysore during the Dasara festivities and contacts the Chief Minister. Hence notices of the issue of invites for the meeting. To ascertain if D.C's have to be invited for the meeting. KM 23/9/49

103) The Chief Minister was pleased to say in his opening remarks at the Officers' meeting at Mysore on 2/10/49 that the meeting in question will be held some day next month.

Letter No. 398/49-50 of 19-9-49 to the Registrar G.A.S. intimating the postponement of the meeting.

Letter No. 399/49-50 of 7-10-49 to the Secy., Mys. Legislature intimating the postponement of the meeting.

Chief Secretary w/c. for fixing a date for the meeting. S/01 E/A. 3/10/49

CHIEF SECRETARY 70 7 OCT 1949 CB GOVT. OF MYSORE

104) May be kept up after the C.M. returns. 7/10 7/10 7-10-49

105) Resubmitted. Chief Secy) 17.10.49.

106) 17-10-49

107) 17/10. 17-10-49

Chief Secy)

CHIEF SECRETARY 3603 17 OCT 1949 GOVT. OF MYSORE

Office of the Chief Minister
No. 2898
Date of Receipt 18/10/49

CHIEF SECRETARY 397 23 OCT 1949 GOVT. OF MYSORE

108) Please put up next week. 17-10-49

109) 25/10

Meeting of the Heads of departments — proposal for expediting despatch of Government business. 6785/CB.

Pto Submitted with reference to para 108 Supra.
(Chief Secy)

Kyl 31/10/49

31.10.49

Chief Mnr)

111 exmk 31.10.49

112 31/10 exmk 31/10/49

CHIEF SECRETARY 41 24 31 OCT 1949 GOVT. OF MYSORE

Office of the Chief Minister 3396. Date of receipt 1.11.49

113 The meeting can be held only in the month of February.

5899/20/1

Kla 19/1/50

114. 20.1.50 exmk 20/1/50.

Submitted

115 This file may be returned to the Efficiency Audit office for taking action with reference to para 113 supra (Chief Minister's minute)

Kly 20/1/50.

Dir, EA & R.C.) Kal 24/1.

exmk 20/1/50

20.1.50.

116 The date of the meeting will have to be fixed after taking a date from the Chief Minister. Kal 24/1

Mr. 25/1

25/1

Chief Secy's letter dt 10-2-50 stating that the Chief Minister has approved the proposal of a Sub committee comprising of the Chief Secy., Financial Secy, R.C., Excise comm., D.C. Bloor (Urban), D.C. B'lore (Rural) and the Director H.C. of E.A. going into the question and arriving at tentative conclusions etc.

Ascertained over phone that the meeting of the Sub committee may be held on 21-2-50 at 3 P.M. in the Chief Secy's chambers

Office of the Chief Minister 117 Draft Submitted for appl

No. 8129.

Date 30-3-50 Draft on appd. issued in No. 67-72/49-50 dt/13-2-50.

Intimate that the meeting of the Sub Committee will be held on the 21st Feb. 50 at 3 P.M. in the Chief Secy's chamber and submit copy of Agenda & post summary

13/2

Chief Secretary.

Sent to Private Secretary

Chief Secretary desires me to remind you & get the file re decentralisation of powers of HOs of depts etc

29/3/50 The connected file is put up herewith

P/E to the Chief minister

30/3/5

OFFICE OF THE CHIEF MINISTER

7659
30.3.50

Subo

May this file be sent to Director of Efficiency Audit

Ks
30 3.50

MSO

11
30/3

1/4/50

118 A meeting of the Sub committee is called for to meet at 3 pm. on 7-4-50 at the chambers of the chief Secretary. members have been requested to attend the time.

1/4/50

D.O. letter to the members of the sub committee intimating the date of the meeting issued vide No. D.O. 95-99/49-50 dt 28th March 1950.

119 The Sub-Committee met in the Chambers of the Chief Secy at 3 P.M on 7-4-50 All the members were present. Subjects were discussed & decisions were recorded. The meeting was adjourned to 8th inst at 9 am for further discussion.
(All the members were present.)

7/4

The Sub-Committee met again at 9 am on 8-4-50. All the members were present. The remaining subjects were discussed at length. The proceedings were recorded. The meeting was adjourned to a future date to be given by the C. Secy.

8/4

120 10/4

D.O. letter No. 2-5/50-51 dt 14-4-50 forwarding for information a copy each, to all the members of the Sub Committee, of the Proceedings of the Sub Committee together with a copy of the draft proposal embodying the decisions of the Sub-committee.

D.O. letter No. 14-18/50-51 dt 29th April 50 intimating that the meeting of the Sub Committee would be held on the 4th & 5th May 1950 at 3 P.M. at the Chief Secy's Chambers.

Members Present:-
1. Chief Secy.
2. Dr. of A.C & E.R
3. Rev. Comm.
4. Excise "
5. H. Secy.

121 Meeting held on the 4th at 3 P.M. Subjects considered Excise, Stamps, Rev. of Schemes for remits. Meeting was adjourned to — Secy & Heads of Dept. to be intimated & the Sub Committee before the 18th to 20th. The meeting was not held on the 5th.

D.O. letter No. 26-41/50-51 dt 6-5-50 intimating that the next meeting of the Sub-Committee is proposed to be held on the 18th, 19th & 20th May 50 & requesting them to keep the dates free and stating that the subjects to be discussed on those days would be intimated in due course.

D.O. letter No. 1507/C.B. dt 5-5-50 from the Chief Secy. to Govt. requesting to intimate the progress made in the compilation of proposals re: decentralisation of powers etc.

Expediting despatch of Govt. business.

122) Draft reply to the Chief Secy for approval.

Refer in D.O. No 42/50-51 D/ 8-5-50 enclosing a list indicating the progress of work in r: to compilation of proposals r: decentralisation of powers.

D.O. No. 43-47/50-51 D/ 10/5/50 forwarding a copy of the Dept. Scheme for training recruits & a copy of the list of powers proposed to be delegated to the R.C. F.C. & Comm. of Stamps embodying the decisions of the Sub Committee. — To. The Members of the Sub Committee.

D.O. No. DS. 3/50-51 D/ 8th May 1950 from the Dev. Secy to Govt. requesting to be informed as to the date on which he will be required to be present at the Sub. Committee meeting.

D.O. No. 48-60/50-51 D/ 12-5-50 issued to the Heads of Depts and Secys to Govt. re: the Sub Committee Meeting on the 18th, 19th and 20th May 1950.

D.O. No. H.P. 97/50-51 D/ 8-5-50. from the Comm for Food Production requesting that subjects pertaining to his Dept. may be taken up on the 18th.

D.O. No. Misc. P.C./50-51 from the D.C. B'lore intimating his inability to attend the meeting.

D.O. No. 61-65/50-51 D/ 15-5-50 to the Members of the Sub Committee intimating that the next meeting will be held on the 18th & 19th at 3 P.M and on the 20th at 9 A.M. & forwarding for information a list of Hds. of Depts

123) The meeting was held on the 18th at 3 P.M. in the chief Secy's chambers and proposals pertaining to the following Heads of Depts. were considered (Members ~~[illegible]~~ Present:- 1. The chief Secy. 2. The Director of A.C. & E.H. 3. The Excise commissioner 4. H. Secy. 5. The Senior Surgeon 6. The Food & Agri Secy. 7. The Director of Agriculture 8. The D.H.S. Absent:- 1. The R.C., 2. The D.C., Bangalore & 3. The Education Secy.)

1. The Director of Food Supplies.
2. The Comm. for Food Production.
3. The Director of Agriculture
4. The Senior Surgeon.

124) The meeting which was held the next day at 3 P.M. considered the proposals in respect of the following Heads of Depts. (Present:- 1. The chief Secy. 2. Ex. Comm. 3. The D. A.C. & E.H. 4. H. Secy. 5. Dr. of Animal Husbandry Services 6. The Secy, F & A. ~~do~~ Absent:- 1. The R.C. & The D.C., B'lore.)

1. The Director of Animal Husbandry Services.

Expediting Despatch of Govt. Business.

12(a) The meeting which was again held on the 20th at 9 A.M. considered the proposals in respect of the following Heads of Depts. ~~were considered~~ (Present:- 1. The chief Secy. 2. The Dr. of A.C. & E.A. 3. The Excise commissioner 4. The H. Secy. 5. The Development Secy. 6. The Director of I & C. 7. The D.C., Bangalore 8. The Convenor, B.M.I.C. & Absent:- 1. The R.C.)

1. The Director of Industries & Commerce (2)
2. The Board of Management, B.M.I.C.

12(b) Proposals in ~~respect~~ respect of the Director of Sericulture and the Chief Conservator of Forests were deferred for consideration at the next meeting shortly.

Letter No. H. 1493 (Pris) Dt/ 22-5-50 from the Law Secy. to Govt. stating that there is no need to further decentralise powers in the Prisons Dept.

Letter No. 3529/C.B. Dt/ 24-5-50 from the Chief Secy. to Govt. forwarding a copy of letter No. D. 4300-P/50 Dt/ 9-5-50 from the Govt of India, Ministry of State and the note with the annexures re: starting of a Secretarial Training School similar to the one established by the Ministry of Home Affairs for examination and furnishing a Report.

Letter No. D.O. 71-88/50-51 ~~to the~~ Dt/ 29th May 1950 intimating that the next meeting of the Sub Committee will be held on the 2nd, 3rd, 9th and the 10th instant to consider draft proposals sent by several Heads of Dept and requesting them to present at the meeting. [To:- The Comm. for R.D., The R.C., The Dr. of Sericulture (2nos) The C.C.F., The I.G.P., The L.S.G. Secy., (3nos) The D.P.I., The Dr. of Printing & Stationery, The C.C.S., The Edn. Secy., The Secy., H.& A. (9th) The D.P.H. & The Addl. Secy. to Govt. (10th)]

Letter No. D.O. 84-88/50-51 Dt/ 29-5-50 informing that the meeting of the Sub Committee will be held on the 2nd, 3rd, 9th & 10th instant in the Chief Secy's chamber & enclosing a list of Heds of Depts whose proposals will be considered at the meeting on those dates.

D.O. No. 160/50 Dt/ 30-5-50 from the C.C.F. intimating his inability to attend the meeting on the 3rd June and requesting the postponement of the date.

D.O. No. R.L.C 012/50 Dt/ 30/5/50 from the Comm. for R.D. intimating his inability to attend the meeting on the 2nd June and requesting to fix another date.

D.O. No. 89 to 101/50-51 Dt/ 31-5-50 intimating in the change ~~of~~ in the list of Heds of Depts. whose proposals were taken for consideration on the 2nd, 3rd, 9th & 10th June 50. [To. The members of the Sub Committee, The C.C.F., The Comm. for R.D., The C.C.S., The Secy. F.A., The Edn. Secy., The Rev. Secy., The L.S.G. Secy., The Dr. of Stationery & Printing.]

D.O. No. 12/50-51 Dt/ 1-6-50 from the C.C.F. that he shall attend the meeting on the 10th June 1950.

Expediting Despatch of Government business.

D.O. No. 102/50-51 dt 2-6-50 intimating that in view of the Report of Dr. C.R. Reddy, being under consideration of Govt, the Sub Committee considers that there is no necessity to consider separately the proposals sent by him. [To, The Registrar, University of Madras.]

127) The Sub committee met at the Chief Secy's Chambers at 3 P.M. on the 2nd and considered the proposals in respect of the Director of Sericulture & the controller of civil Supplies (Present:- The Chief Secy. 2. The Dr of Anti-Corruption & E.A. 3. The R.C.4. The E.C. 5. The D.C., Nilgiris 6. The H. Secy. 7. The Dr. of Sericulture 8. The Rev. Secy. 9. The C.C.S. 10. (The Dy. F.A.))

128) The committee met again the next day ~~and~~ at 9-30 A.M. and considered the proposal sent by the S.G.P. and the Dr. of Printing and Stationery. (Present:- 1. ~~The~~ All the members of the Sub committee except Rs., The S.G.P., The Edn. Secy. & the Dr. of Printing & Stationery.). It was decided to postpone the meeting fixed on the 9th and 10th.

D.O. No. 104-111/50-51 dt 8/6/50 intimating that the meeting fixed on the 9th & 10th is postponed & that a fresh date between fixed, for the next meeting will be intimated in due course. [To, 1. The D.P.I., 2. The com. for R.D. 3. The D.P.H. 4. The C.C.F. 5. The Addl. Secy. 6. The L.S.G. Dep. 7. Rev. Secy. 8. Edn. Secy.]

129) Draft notices (1) to the Heads of Dpts & Secys. to Govt. & (2) to the members of the Sub Committee intimating that the next meeting of the Sub Committee will be held on the 16th & 17th June 50. is submitted for approval.

10/6

Issued in D.O. No. 113-125/50-51 dt 10-6-50. [To, 1. The D.P.I. 2. The com. for R.D. 3. The D.P.H. 4. The C.C.F. 5. The Edn. Secy. 6. The Rev. Secy. 7. Addl. Secy. 8. The L.S.G. Dep. & the Members of the Sub Committee]

D.O. No. 126/50-55 dt 10-6-50 forwarding draft proposals re: decentralisation of powers embodying the decision of the Sub Committee & requesting to arrange to print & supply a proof copy of the same within 10th.

D.O. No. R 2.2 38 dt 12th June 50 from the H. Secy. to Govt. intimating his inability to attend the meetings on the 16th & 17th instant on account of the Public Accounts Committee.

Expediting Despatch of Govt. Business.

D.O. No. 128/CS. of 12-6-50 from the Comm. for R.D. requesting that decentralisation of powers in respect of the Dept of Cooperation may also be taken along with R.D. Dept.

D.O. No. P.S. 83/50-51 of 13-6-50 stating that he will attend the meeting on the 17th June 1950.

D.O. No. P.W.3/771 of 13-6-50 from the Director of Printing & Stationery informing that the proofs of the Draft proposals will be sent on the 24th instant

D.O. No. 127-129/50-51 to the members of the Sub-committee & the Heads of Depts. informing that the meeting fixed for the 16th & 17th has been postponed & the same has been fixed on the 20th & 22nd.

130) The Sub Committee met at 3 P.M. in the Chief Secy's chambers on 20th and the following officers were present:-
1. The Chief Secy. 2. The Dy. of A.C. & E.A. 3. The R.C. 4. The Jt. Secy. 5. The Excise commissioner 6. The Addl. Secy 7. The L.S.G. Secy. 7. The C.C.F & 8. The Comm. for R.D.

131) Proposals in respect of the C.C.F and the Comm. for R.D. were taken up for discussion & decisions arrived at.

D.O. No. 141-149/50-51 of 22nd June 50 to the D.P.I., D.P.H. Addl. Secy to Govt. Edn. Secy to Govt. & the members of the Sub-Committee informing that the meeting fixed for 22nd has been postponed to be held on 20th at 3 P.M. in Chief Secy's chambers

D.O. No. PC. mis 1/49-50 of 20-6-50 from the P.A. to the D.C. stating that the D.C. will not be able to attend the meeting.

D.O. No. P.L. mis 1/49-50 of 20th June 50 from the D.C. B'lore stating that he will not be able to attend the meeting on the 20th as he has to attend three meetings on that date.

D.O. letter No 100-158/50-51 of 17-6-50 to the D.P.H. D.P.I. Addl Secy to Govt. 2. Edn Secy. to Govt. & members of the Sub committee intimating that the meeting has been postponed and the same is fixed on the 19th at 3 P.M.

D.O. No. 19/50-51 of 6-7-50 to the Chief Secy. furnishing a note re: Secretarial Training School started by the G.O.I. (Circulated among the Secys to Govt)

D.O. No. 162-5/50-51 of 14-7-50 to the members of the Sub Committee forwarding a Draft Report re: the work done by the Committee for opinion & remarks.

132) The Sub Committee met at 3 P.M. in the Chief Secy's chambers on the 19th and proposals in respect of the D.P.I and the D.P.H were considered and decisions arrived at. The following officers were present:- (1) The Chief Secy. (2) The Jt. Secy. (3) The Excise comm. (4) The D.C., Bangalore (5) The Revenue Commissioner (6) The Dy. of A.C. & E.A. (7) The D.P.I. (8) The D.P.H. (9) The Edn. Secy to Govt.

Extraordinary Gazette of Government Business

D.O.No. 3665/50-51 D/28th July 50 forwarding the proof copy of the Draft Proposals with necessary omission, alteration and addition & furnishing another proof E.S. (Dy Printing, Stationery & Publication)

D.O.No. P.S. 145/50-51 D/26-7-50 from the P.M. to the D.P.I. informing that the D.P.I would not be able to attend the meeting as he would be away at Mayalur on C.C.

D.O.No. P.S. 108/50-51 D/29-7-50 from the C.C.E. stating that he would be attending the meeting on 1st.

D.O.No. PC mis./50-51 D/1-8-50 from the D.C. B'lur. informing that he would not be attending the meeting.

D.O.No. 1098/ D/31st July 50 from the C.E.E. stating that the C.E.E. would not be able to attend the meeting as he would be away at Swaramudram till 2nd Aug.

133) The Sub Committee met at 3 p.m. in the Chief Secy. Chambers and considered certain deferred proposals re: Building & other works the powers & execution of which were sought to be delegated by certain Heads of Depts. The C.E. & the P.W. Secy were present and their opinion was elicited in coming to a conclusion. The other Hds. of Depts present were:- (1) The C.C.F. (2) The Dn. of Agri (3) The Dr. of I & C & the Dr. of A.H.

134) Certain other deferred proposals re: delegation of powers to purchase articles required by Hds. of Depts. without the necessity of having to approach the S.P.C., to certain Hds. of Depts. was next considered at 4 p.m. & the Secy. S.P.C. was consulted in the matter, before arriving at a decision. The following Hds of Depts were present:- 1. The Dr. of Stationery & Printing 2 The Sewerage Surgeon 3. The C.E. 4. The Dr. of I & C.

135) The ~~decisions arrived at~~ ~~[illegible]~~ decisions of the committee in re: to above have been incorporated in the Printed Draft Proposals.

G.O.No. 21/50-51 D/5/8/50 to the Chief Secy. returning 16 files re: decentralisation of powers received from the various Branches of the Sect. the work of the committee having come to a finish.

Letter No. SR 2635/Ex. 8/4 ? 50 from the Revenue Secy to Govt. requesting to intimate if any decision has been taken on the proposal of the Excise commissioner to award in Excise cases.

Letter No. EA 41 Y/50-51 of 16/9/50 to the Education Secy to Govt forwarding a copy of the proposal of the Excise commissioner embodying the decision of the Sub committee, as desired.

D.O. Letter No. 192-95/50-51 of 22/9/50 to the members of the Sub Committee (The R.C., E.C., H. Secy to Govt. & the D.C., B'lore) forwarding for information, a copy of the proceedings of the meeting held on the 12th of August 1950 at 3 P.M. in the C.S. Chambers

D.O. No. M.9415 of 22-8-50 from the Addl. Secy. to Govt. requesting for a note furnishing details of the powers proposed to be delegated to the D.P.H.

D.O. No. 201/50-51 of 7-9-50 to the Addl. Secy. to Govt forwarding a list of proposals re: decentralisation of powers in respect of the D.P.H. ~~as desired~~ embodying the decision of the Committee

D.O. No 33/50-51 of 6-9-50 to the Members of the Committee enclosing a Report & a proof copy of the proposals for signature and return

D.O. No 203/50-51 of 16/9/50 to the D.C., B'lore requesting him to return the Report of the committee duly signed.

D.O. No. 205/50-51 of 22/9/50 returning the Proof & requesting to arrange to print & supply 200 copies of it within the end of the month. ~~as~~

Letter No. 8928/C.B. of 21-9-50 from the Chief Secy. to Govt. requesting to take action to finalise the Report & to have the subject included in the Agenda for the officers Meeting at Mysore.

Letter No. E.A. 521/50-51 of 23/9/50 to the Chief Secy. to Govt. stating that the Report is under print and expected to be ready by the end of the month. & that the Rev. Secy. has been requested to include the subject in the Agenda for the officers Meeting at Mysore.

Expediting Despatch of Govt. Business.

No. E.A. 522/50-51 Dt 25/9/50 to the Revenue Secy. to Govt. stating that the Chief Secy. has requested that the subject "Decentralisation of Powers be included in the Agenda for the Officers Meeting at Mysore & requesting that it may kindly included in the Agenda as "consideration of the Report of the committee appointed by Govt. to go into the question of Decentralisation of Powers", and to furnish a list of officers invited for the meeting to enable this office to distribute copies of the Report.

Printed copies (200) received as per invoice No. 15240 Dt 5/10/50.

W.O. No. 37-43/50-51 Dt 6-10-50 forwarding a copy of the Report for information & stating that the subject has been included in the Agenda for the officers meeting at Mysore on the 19th Oct. 50. [To All the Ministers]

D.O. No. 207-11/50-51 Dt 5-10-50. to the Members of the committee — Do —

— Do —.

D.O. No. 211-34/50-51 Dt 9-10-50 to the officers in the list furnished by the Rev. Secy. to Govt. — Do — — Do —

O.M. No. R. 7632-70/R.M. 57-50-2 Dt 6-10-50 from the Rev. Secy. intimating that the officers meeting is proposed to be held at 2 P.M. on the 19th instant.

No. R. 770 2/R.M. 57-50 Dt 7-10-50 from the Rev. Secy stating that the subject has been included in the Agenda for the officers meeting on the 19th & furnishing a list of officers invited for the meeting as desired.

D.O. No. 483 Dt 6-10-50. from the Chief Secy. acknowledging receipt of the Report —

D.O. No. 241 Dt 16-10-50 to the General Manager, Mysore Road Transport Dept. forwarding a copy of the Report for information

Letter No. 4111 Dt 16-10-50 from the Rev. Secy. requesting the informed when a final reply could be expected in regard to the E.C's proposal under consideration by the comittee.

Letter No. E.A 607/50-51 Dt 17-10-50 to the Rev. Secy. informing that the Report of the committee will be considered at the officers meeting at Mys. on the 19th & that a reply in re: the E.C's proposal will be sent in due course.

Acknowledgements from:- 1. The commissioner, Municipal office, Mysore. 2. Dr. of Food Supplies 3. Dr. of Geology. 4. The Edn. Secy. 5. G.M. Mys. Road Transport services. The Dr. of Stationery & Printing —

Expediting Despatch of Govt. Business.

4407/CB.
50-51.

136) The subject was discussed at the officer meeting held at Mysore on the 19th oct. 1950.

137) Draft G.O. approving the decisions of the Committee as contained in the report is put up for consideration. 69

31/10/50
6/11
6/11
137) 6/11/50.
6/11
6/11

Chief Secretary W/e 138) 6/11/50

CHIEF SECRETARY
CB
7 NOV 1950
GOVT. OF MYSORE

138) For perusal. This needs consideration before Council now. After orders are obtained on each of the items, Annexure I to the draft G.O. can be drafted.

7/11
7.11.50.

Office of the Chief Minister
No. 6104
Date of Receipt 8/11

Chief Minister)

CHIEF SECRETARY
14 NOV 1950
GOVT. OF MYSORE

CB.
14/11
14.11.50.

140) The report may be circulated to the ministers and their opinions invited on priority basis. We may take up the consideration of this in council, if necessary, after the opinions of the ministers are received and if it is found that any of the ministers desire any modifications

Chief.
18/11/50

P.S.: I have retained the copy of the report required.

Expediting Despatch of Govt. Business

4407
CB.

141) If approved this may be sent to the Dir. of A.C. and S.A. for further action

(42) JMR 16/11/50

Dir of S.A. & A.C.) (143) 17/11/50

HPD 15/11/50.

15.11.50.

17/11

U.O. 47/50-51

Report in brief ... Ministers ... Salaries ...

(144) For kindly circulating the Report placed below amongst the Ministers for favour of their opinion in the matter as per the Minute of the Chief Minister at para 140.

CHIEF SECRETARY)
W/C)
17/11/50

CHIEF SECRETARY
84
17 NOV 1950
CB
GOVT. OF MYSORE

(145) Please circulate quickly. Circulation to be over, if possible, within 2-3 weeks.

17.11.50

17.11.50.

EXPEDITING DESPATCH OF GOVERNMENT BUSINESS

4407/CB.

[App. F. III-2

General and Revenue Secretariat | File No. | of 19

WD 010852—GPB—30,000—14-7-50

Serial No.

REPORT OF THE COMMITTEE CONSTITUTED BY GOVERNMENT TO GO INTO THE QUESTION OF DECENTRALISATION OF POWERS.

*****

Minutes of the Chief Minister on the above file.

Para 140. " The report may be circulated to the Ministers and their opinions invited on priority basis. We may take up the consideration of this in Council, if necessary, after the opinions of the Ministers are received and if it is found that any of the Ministers desire any modifications."

Id. K.C.R.
13/11/50.

x x x x

Para 143. "Please circulate quickly. Circulation to be over, if possible, within 2 - 3 weeks."

Id.K.S.
17/11/50

140) The above reports is placed below. This will be circulated among the Ministers, if approved.

HPD 18/11/50.

18-11-50.

Submitted for perusal.

.....

1. Chief Minister — Seen. 147) Please send a copy to me. 22/11
2. Minister for Finance and Industries — 49792 18-11-50
3. Minister for Law and Labour — 57303 22/11 — 148) 22/11
4. Minister for Education and Public Health — 4456 22/11/50 — 149) 23/11/50
5. Minister for Revenue and Excise — 8897 27-11-50 — 150) 27/11.
6. Home Minister — 11898 29/11/50 — 151) 29/11
7. Minister for Local Self-Government — 3892 7/12/50 — 152) I also want a separate copy. 1/12/50

CB. 8/12/50

NOTE—Contn. Sheet.

54

Expediting despatch of Govt. Business

File No. 4407/ER of 19

General and Revenue Secretariat

Serial No.

153) If approved this may be returned to the Director of Pol. & E.A. for putting up 10 copies of ~~Circu~~ Council Notes and also to send 10 copies of the report submitted with reference to Paragraphs 140 and 145 of the notes.

154) Please put up draft letter to Dir of A.C & E.A.

HOD 8/12/50

8.12.50.

8/12/50.

155) Draft letter asking the Dir. to send 10 copies of the report is put up. Paragraph 140 is for perusal. It is for orders whether this has to be brought before Council. The Hon'ble Ministers have no remarks to offer. If it is ordered that this should be brought before Council it is for consideration whether any C.N. is to be put up. If so C.N. has to be put up by the Dir of E.A. & A.C. It is also for orders from which branch of the Sect orders have to be issued

156) Issue & put up

9.12.50

HOD 9/12/50.

9.12.50.

Issued No. 12699/ER. dt 11-12-50. to the Dir of the E.A. requesting to send 10 copies of the report.

Expediting Despatch of Govt. Business
4407/CB.

157) Resubmitted after issue with reference to paragraph 156.

HDD 12/12/50.

158) The file having been dealt with by the Dir of E & A & A.C. it appears better that a draft Council note is put up by that office. If approved the file will be sent to that office for further action.

12.12.50.

KMR 12/12/50

Chief Secy)

12 DEC 1950 GOVT. OF MYS

159) No C.N. necy. A draft G.O. may be put up with a schedule containing draft orders against each item, & circulated.

Dir. E.A. & A.C.) W/c

12/12/50.

13/12

AMR 12/12/50

AC. 13-12-50

13/12

U.O. 47/50-51

160) The draft Government Order is suitably modified in view of the absence of any remarks in the matter by the Ministers, and put up for consideration. As the Report itself is proposed to be appended as Annexure to the Government Order, and as the decisions of the Committee incorporated therein may be taken as being in the nature of draft orders, it is for consideration whether the preparation of a separate Schedule containing draft orders as suggested at para 159 is necessary.

not necy

16.1.51.

Chief Secretary) W/c

22/12/50

CHIEF SECRETARY 22 DEC 1950 GOVT OF MYSORE

22/12

AMR 26/12/50

P.T.O.

Expediting despatch of Govt. Business.

4407/CB.

(54)

(161) The draft G.O. proposed by the Dir of E. Bldgs is for consideration. The point raised in paragraph 160 is for perusal and orders. Certain modifications made in the last para of the draft G.O. is for consideration. It is for consideration whether the file has to be circulated with the draft G.O., amongst the ministers as ordered at para 159, or since the ministers have no remarks to offer, whether it may not be sufficient to issue the G.O. with the approval of the Hon the CM. — reference paras 160 & 159.

APB 26/12/50.

(162) Since some of the Ministers have signified their desire to have a copy of the Report of the committee, it appears better to circulate the G.O. ~~and the~~ so that the suggestions, if any, may be indicated.

Chief Secy.

Jemd 26/12/50

26.12.50.

(163) The Committee's report (printed copies) has already been sent to all Hon. Mins. Three copies of draft G.O. (schedules only) are placed below. They may be gone through at one sitting, if considered necessary, at a meeting of the Council, and decided upon. Or, a copy will be sent to each Hon'ble Min. for 7 days, & his consent assumed if no comments are recd within the time.

Ch Min.

(164) A. Approved.

26/1/57

16-1-57

SECRETARY 909 GOVT OF MYSORE 2 JAN 1957 GOVT OF MYSORE of the Chief Minister 8692 Date of Receipt A.

(54) Expediting Despatch of Govt. Business.

General and Revenue Secretariat

File No. LL 07/53 of 19

[App. F. III-2

WD 010852—GPB—30,000—14-7-50

Serial No.

165) The file may be referred to the Dir of A.L. & P.A for putting up 10 copies of the draft G.O. ~~and~~ together with copies of the Annexure for circulation among the Council of Ministers

HPD 27/1/57

166) Dir, (A & A.C) 24/1/51

Scmr 28/1/57

23.1.51.

Accordance to 37

W.O 52/51-52 9-2-51

167) Ten copies each of the Draft G.O. and Annexure is put up as per para 165 above,

GENERAL REVENUE SECRETARIAT 9 FEB 1951 CONFIDENTIAL BRANCH

Assistant Secy. (C.B) 9/2/51

168) Draft C.N. is put up for approval

HPD 9/2/57

169) Scmr 9.2.57

Chief Secy!

9.2.57.

CHIEF SECRETARY 10 FEB 1951 GOVT OF MYSORE

170) 11.2.51.

Scmr 12/2/57

171) Ten copies of the C.N. together with its annexures are put up

HPD 13/2/57.

Council File No. C. 595/50-51. For Consideration at a Meeting of Council Scmr 13.2.51

GENERAL REVENUE SECRETARIAT 1 FEB 1951 CONFIDENTIAL BRANCH

13.2.51.

NOTE—Contn. Sheet.

C.595/50-51

Extract from the Proceedings of the 125th *Meeting of the Council of Ministers held at* Carlton House at 8 P.M. *Bangalore on* 19-3-1951 *19*

SUBJECT:-

Proposals for expediting despatch of Government business

OPINION OF THE COUNCIL.

172) The proposals are approved except those covered by items 4, 8 and 9.

(Sd.) K. CHENGALARAYA REDDY.

Chief Minister.

173) Draft v. early

C.S.

20.3.51

20/3/51

"EXTRACT"

Chief Secretary to Government.

Expediting despatch of Govt. Business

Continuation Sheet. File No / Current No. 4407/ES of Page

174) Draft G.O. is put up for consideration. Perhaps the Appendix need not accompany the G.O. and Annexure I and II would suffice.

21/3/57

Received instructions from the Ast. Secy.

24-3-57.

21/3/57

175) The Annexures have been split up and arranged as follows, as instructed.

1) Annexure I.

Part I Delegation of Power in Genl. all major Depts.

Part II — " — specified Depts.

2) Annexure II Improvement of the system of work in Office

3) Annexure III Scheme for Training Ministerial Recruits

4) Appendix. Report and the proceedings of the Committee.

176) Orders Column in ~~App~~ Annexures I and II have been filled up wherever necessary. Submitted as instructed.

Chief Secy)

24-3-57.

177) Issue 24/3/57

178) Issue 25-3-57.

24.3.57.

27/3/57

No. 18629-18728 ES-29-57-3 of 29.3.57.

To the Secretaries to Govt.
The Heads of Depts
The Dy. Comr of Bangalore

CHIEF SECRETARY 11759 28 MAR 1957 GOVT. OF MYSORE

Expediting Despatch of Govt. Business

Continuation Sheet. File No. / Current No. 4407/CS of Page

No. CS. 18629-1828 dt 28.3.57

To the Dir. of Printing the forwards a copy of the G.O. requiring to supply 500 copies to the chief secretary.

179) Draft & fair of reminder put up for approval

HPD 11.4.57

180) Issue
SUMR
11.4.57

11.4.57. Ch.S. 430. dt. 11 April 1957.

To the Dir. of Printing, Stationery & pub requesting to expedite supply of copies

for.

181) Draft cal fair of reminder put up for approval

HPD 18/4/57

182) Issue
SUMR
18/4/57

18.4.57. No. Ch. 718 dt 20.4.57.

To The Dir of Printing etc

reminds to expedite supply immediately

Sd.

183) A printed copy of the Govt. order is put up for perusal. Copies have been sent to all the Heads of Depts. & Branches of Sects. If approved this will be closed now. ~~and treated as a 'A' Collection~~

184) Yes.
SUMR
30/4/57

HPD 28.4.57

28.4.57.

Expeditive despatch of ~~[illegible]~~ 44075
Govt. Business Ch.S.

938/Ch.S.

185) There are some minor mistakes in the Annexure to the Order. A draft Errata is put up for approval.

186) Please put up a fair Dft

7.5.57.

187) A typed draft after further scrutiny is put up.

14.5.57.

188) Errata will issue, if approved by Chief Secy)

14.5.57

1951 15 MAY

19/5/57

No. Ch. 1669 of 22-May 57.

To the Compiler Mys. Gaz.

7078-7115/CP
E.A. (18-1)

Confidential & Immediate.

Dear Sir,

I am desired to forward herewith a copy of the proceedings of the meeting of Secretaries to Government and Heads of Departments held on the 8th instant, and to request that concrete proposals, in the light of discussions held, for implementing the objects of the meeting, may be formulated, so far as they pertain to your Department and sent to Government within a week.

Yours sincerely,

30/3

To

Heads of Departments
Secretaries to Government
(vide attached list)

P.T.O.

Submitted.

Draft put up for approval.

Chief Secy

29.3.48.

30/3/48

30/3

30/3

Recd 1/4/48

" replied 1/4/48 and 2/4/48

Shri

1 V. Vedavyasacharya, Chief Secretary.
2 M. Shamanna, Financial Secretary.
3 C. E. Noronha, Development Secretary.
4 Mahomed Ismail sheriff, General Secretary.
5 S. Kanakaratnaraj, Law Secretary.
6 A. C. Nirvani Gowda, Eduction Secretary.
7 A. S. Khaleel, Food and Civil Supplies Secretary.
8 B. S. Narasinga Rao, Public Works Secretary.
9 Syed Abdul Aleem, Revenue Secretary.
10 S. Narayan Rao, Revenue Commissioner.
11 B. S. Raghavendra Rao, Commissioner for Economic Development and Planning.
12 M. Narasimhaiya, Chief Engineer for Irrigation.
13 N. V. Bapat, Chief Engineer for Roads and Buildings.
14 M. Navaneetham Naidu, Excise Commissioner.
15 K. Guru Dutt, Director of Food Supplies.
16 K. Subba Rao, Commissioner of Income-tax.
17 V. V. Monteiro, Senior Surgeon.
18 P. M. Narayanaswami Naidu, Superintendent, Veterinary and Animal Husbandry Services.
19 R. Ramakrishna, General Manager, Mysore State Railway.
20 V. T. Srinivasan, Comptroller to Government.
21 P. Parthasarathi, Director of Public Health.
22 B. G. Appadorai Mudaliar, Director of Industrice and Commerce.
23 ~~Miss.~~ M. C. Albuquerque, Chief Medical Officer.
24 R. Kasturiraj Chetty, Director of Public Instruction.
25 B. Rama Rao, Director of Geology.
26 B. Narayan Das, Chief Electrical Engineer in-charge.
27 B. Krishnaswamy Chetty, Superindent of Government Printing.
28 H. Hombe Gowda, Public Service Commissioner.
29 D. L. Sathe, Chief Conservator of Forests
30 K. H. Srinivasan, Director of Agriculture.
31 U. K. Somappa, Senior Deputy Inspector-General of Police.
~~32 Abdul Khader, Additional Director of Food Supplies.~~
33 K. Nanjappa, Superintendent of Goverdment Gardens.
34 G. V. Rajaratnam, Publicity Officer.
35 B. Suryanarayana Rao, Deputy Registrar, Co-operative Societies.
36 T. Rangaswami, Special Officer, Rural Development.

M. K. GURU DUTT, B.A.
Director of Food Supplies.

BANGALORE,
Dated 10th March 1948.

3732
— CM
(B.A. 15-2)

D. O. No. C1 - 5756/47-8
Enc. one note.

Dear Sir,

OFFICE OF THE CHIEF MINISTER.
No. P 3208
Date 13/3/48

I am enclosing herewith for your kind perusal a note embodying some suggestions for expediting the disposal of business in Government offices. It is a sequel to the discussions in the meeting held by you the day before yesterday. I have taken the occasion to express my views with a certain amount of freedom and disregard for convention.

Yours sincerely,

K. Guru Dutt

K. Chengalaraya Reddy, Esq, B.A.,B.L.,
Chief Minister,
Bangalore.

Chief Sec)

RCA
10/3

CHIEF SECRETARY
15 MAR 1948
GOVT. OF MYSORE

Subd for perusal.
Such Notes are expected from other Heads of Departments also. It is for consideration whether they may not all be sent to the Special Officer for Efficiency Audit to consolidate them and put up after examination with a single comprehensive note.
23/3
23/3/48
Chief Sec) 27/3/48

397
29/3

3792
CB

I have given instn in person both to the Asst Secy C.B. & Mr DK Srinivarakar.

UG
22/4/48

No. 4121
CB

Transmitted in continuation of the file sent on 22.4.48.
Spl. Officer
Exp. Audit W/C

Here
23/4/48.

28/4

EXPEDITING DISPOSAL OF BUSINESS IN GOVERNMENT OFFICES.

The suggestions offered during the meeting related mainly to adjustments in the working of the existing machinery, by greater decentralisation and delegation of powers and minimising of scriptory work and better coordination between Heads of Departments and the Secretariat. While this is certainly feasible and necessary, it is doubtful, these steps by themselves would materially reduce the present delays. Only one suggestion was made regarding a basic change in the machinery itself, and that was by the General Secretary when he said that there should be more stenographers and fewer routine caseworkers, so that the officer himself should be able speedily to attend the business on hand instead of waiting for the caseworker to put up the papers in the ordinary course. As a matter of fact this is the method in which business is conducted in large commercial offices and Banks where the officers or partners dispose of the bulk of the day's correspondence on receipt leaving only a very small percentage to be attended to later. Of course, the conditions in Government offices being what they are, it would be too much to expect similar results in Government offices. But the method is worth trial.

Apart from adjustments the main point for consideration is whether the machinery of Government offices itself does not require renewal and replacement rather than mere tuning up. It was devised at a time when the volume of work was very small and officers were able by memory to keep track of the important items requiring attention. The increase in the volume of work since then has been phenomenal. But neither the strength nor equipment of offices has kept pace with it. For example, the strength of a Taluk office establishment remains practically what it was half a century ago, barring a temporary hand or two who might have been given for such emergent items of work like food operations. It is obvious that under the

present pressure of work, the system is sure to breakdown unless radical changes and reinforcements are effected. To give an analogy, a car developing from 10 to 25 H.P. ~~mighkxkx~~ is sure to breakdown if kept at for any length of time at its maximum. This is all the more the case if it is expected to do continuously work exceeding its maximum capacity.

The capacity of the machine could be augmented in two ways. One is increase in the number of the establishment, ensuring that it keeps pace with the volume of work automatically according to some formula to be fixed. It is understood for example, that in the Insurance offices an additional hand is invariably given for every specified increase in the number of new policies. Apart from increasing numbers, proper methods of recruitment and subsequent training are even more essential. Anyhow, these are general considerations which need not be detailed here. The principal point to be stressed is the improvement of the working of the establishments by methods which are independent of the strength and quality of the personnel. This will be dealt with under three heads: (1) Classification, (2) Mechanisation and (3) Planning.

<u>CLASSIFICATION.</u> The method of registering ~~the~~ and dealing with papers is of primary importance. A glance backward at the manner in which this has developed in our offices would be useful. Originally in most offices a system of 'TO' and 'FROM' Registers was in vogue, in which every inward and outgoing paper was practically copied out. If at any time a paper or a record was lost, it could be entirely built up afresh on the basis of these registers. But although this method was extremely effective when the volume of correspondence was small, it got out of date when the volume of work increased. Then the Government introduced the Disposal Number System. In this system, the subject or topic was the unit and was

[illegible]

[illegible]

[illegible]

[illegible]

CLASSIFICATION. The method of classifying [illegible] with papers is of primary importance. A [illegible] based on the manner in which this is developed in our offices will be useful. Originally in most offices a system of [illegible] "Registers" was in vogue in which every [illegible] outgoing paper was precisely logged out. If at any time a paper or a record was lost, it could be entirely built up afresh on the basis of these registers. But although this method was relatively effective when the volume of correspondence was small, it got out of date when the volume of work increased. Then the Government introduced the Decimal Number System. In this system, the subject or topic was the unit and was

called a 'current'. The correspondence relating to each new current was registered in the same page, whether incoming or outgoing. Only an abstract with headlines indicating the nature of the subject matter was entered in the register. Subsidiary to this, the case-workers to whom the papers were referred had to keep Personal Registers in which fuller details were available. Some years later, a new system of registering correspondence called the 'Tottenham System' was introduced in which the Personal Register of the case-worker was made the basic register and the original Current Register became a kind of secondary skeleton register merely for keeping track as to whom a current had been referred in the office. The Personal Register of the clerk itself was the current register, each number bearing a distinctive letter like A1 or A2 from which the case-worker dealing with the paper could be immediately made out. This system has been working fairly satisfactorily.

But the main trouble is ~~like~~ this, that all papers - important and unimportant - alike are dealt with on the same footing. The next step in improvement would be to introduce at least two sets of registers for each case-worker. Matters of importance should be dealt with and handled ~~xx~~ altogether separately from the routine. Mail and Express trains should always get precedence over goods and local trains. Unless some such automatic system is introduced it is only too certain that the disposal of papers will be random or dictated by mere passing urgencies and no one could place his finger at any time on the really first-line matters to be continuously pursued. This bifurcation should be made every time a paper is referred to a clerk, by putting some mark on it e.g., '**First-Line Matter**' (because the usual tags and clichés like 'Urgent' and 'Important' have become hackneyed and lost their appeal.) This will not increase scriptory work because the same number of entries will merely be spread over two registers instead of one.

An analogous method will also have to be adopted with regard to the filing of ~~xxxxxx~~ papers. At present every file contains in chronological order all office copies including the roughest drafts of outgoing papers and all the inward papers on a subject, as well the sheets containing the office notes. Some weeding out is essential so that the notes together with inward and outward correspondence of first-line importance should be kept together while all the routine matter should be kept apart. Unless such a thing is done unimportant and important matters will get mixed up in such hopeless confusion that the disposal of business will be delayed thereby. These are only tentative suggestions and are by way of illustration. The manner in which ~~and~~ registering and filing of correspondence could be improved ~~and~~ requires special study and it would be worth while to depute some officer who has a special knack and aptitude for this kind of work to visit up-to-date commercial offices or Banks to see what features could well be copied. Office methods have now become a science by themselves and the mode in which even the mechanical movement of papers could be arranged so as to involve a minimum of exertion has been studied, especially in foreign countries, and much useful data collected. Thus, even the manner in which trays for incoming and outgoing papers could be placed on an officer's table is capable of study and improvement so as to save and conserve energy in the mechanical taking up and putting by of files in the course of handling.

MECHANISATION. Next comes the question of mechanising. These are days when even armies depend for their success entirely on the degree of their mechanisation. The best soldiers will be utterly of no avail if not equipped in an up-to-date manner. On the other hand even inferior men would be deadly effective if armed with the most recent weapons. This has become a truism. What the state of work in our offices would be if there were no typewriters,

[illegible]

[illegible]

[illegible]

or methods of making carbon and stencilled copies can be imagined. But although these have become the common equipment of ~~an~~ offices, it is not yet realised to what extent improved methods of filing, card-indexes and the like, could be utilised for simplifying and keeping track of business. The money spent on such modern mechanical appliances would be well worth it. Of course, it is not conceivable that every office like a Taluk Office should be equipped with these up-to-date appliances to start with. A beginning could however be made at least in the offices of Heads of Departments. No doubt, on past occasions, the experience has been that any new appliance like a card index purchased for an office, would, after a few days, have been thrown into the lumber room where it may be mouldering even now. This is mainly because officers and the higher ministerial staff have taken ~~no~~ little interest in these things and treated them with a kind of contempt as beneath their notice. But such an attitude should go. It is incumbent on every officer to simplify and mechanise to the utmost possible extent consistent with the nature of the work in the office, and to take a live interest in the upkeep and smooth functioning of such ~~a~~ machinery, because if neglected it will soon cease to work. Greater use should for example be made of bold rubber stamps for routine instructions on papers to be given by an officer. The impressing on a paper of a rubber stamp with some striking border or distinctive design with, for example the caption 'PLEASE ATTEND TO THIS TODAY' would be effective at sight and far more so than his scribbling these very instructions on the paper. Incidentally it would reduce the officer's own scriptory work. If an officer should keep on his table ~~xx~~ half a dozen stamps of this type ~~each~~ with different designs and legends, he would soon see that the disposal of business in the office would receive a sudden fillip, provided of course that he made use of the rubber stamps. He should not feel above the use of such mechanical aids and devices. Instances like this could be multiplied. But it would be better to have these things studied by some one who specialised in these matters and who could then advise others.

If all officers should take active interest in such office matters, the general tone and quality of work in offices would improve beyond recognition. A reproach like the present common and not unjustified one that ~~if~~ a peon ~~is~~ sent to a Bank with cheques will return in an hour, but if sent to a Government Treasury he will return only in the evening, should become a thing of the past.

PLANNING. Thirdly we may refer to planning. Planning is the word of power in these days and is the key to modern constructive thinking. Planning is needed as much for avoiding delay in offices as for post-war development. By planning it is not however meant that there should be some stereotyped plan or form according to which business should be done; but as the word planning indicates, it should be a continuous application of foresight by the top-men to the organisation of types of business before they actually arise. The lead and initiative should entirely rest with the officer. At present the cart is most ~~often~~ often put before the horse and the bulk of the matters requiring attention is referred to case-workers or clerks and it is left to them on the whole to see which papers come up for disposal to the officers and in what order and after what time-lag. The extent to which officers are able to expedite these matters depends on their unaided memory. But under modern conditions it is impossible for an officer receiving 200 to 300 papers a day to keep track of the accumulation of important points requiring attention over any length of time. He should therefore have recourse to mechanical aids to memory in the shape of special notebooks, classified files, abstracts, charts etc. Half an hour a day regularly spent by an officer in attending to these things himself and not by proxy would be amply repaid. This half-hour should be devoted to what may be called 'Planning for the day's work' when he strikes out with his own initiative the agenda for the day apart from what comes to him ready-made on the initiative of his office.

[illegible]

[illegible]

[illegible] the word [illegible] [illegible] [illegible]

Offices should be 'owner-driven' to a larger extent than at present.

In this connection the use of slogans and placards should not only not be looked down upon but positively encouraged. For instance a placard ~~of~~ on an officer's table bearing the legend 'HAVE YOU PLANNED FOR THE DAY?' would certainly serve as a continuous reminder. Similar catch-phrases or words should be hung upon the walls in offices and will certainly be effective like the boards 'SILENCE' in reading rooms, or 'NO SMOKING' in cinema theatres. The use of ~~a~~ visible slogans has been tried in factories in industrialised countries e.g. in Russia with excellent results. The value of slogans can in these days certainly not be under-estimated. Whole polities have been built up on slogans.

GENERAL. Last but not least comes the question of the human element and psychology in offices. We may make a start with a suggestion made during the meeting that there should be more frequent inspections of offices. Unfortunately, inspection has come to mean fault finding and heaven knows it is only too easy to pick a hundred obvious flaws in other people's work but the very persons who find the flaws would if put to do the work themselves commit as many if not more. Herein lies the defect in our so-called system of efficiency audit. Who will testify to the efficiency of the efficiency auditors? "Quis custodiet ipsos custodes"? It is like putting a number of patients in a hospital to be in charge of the remaining patients. What is wanted is some really competent specialists who can put others in the way and not merely find fault. Constructive and practicable suggestions are needed by which such things could be avoided and not mere commonplace homilies regarding the duties of officials. Great changes have come over the world in modern times and even criminals are being dealt with as instances of pathology and the aim is to cure and not to punish. Similarly

inefficiency in officials or officers should be treated on identical lines and remedies devised for curing symptoms rather than for punishing the patients. At present, punishment is the only source of correction and precious little use it is. The main aim of ~~amny~~ many slackers in offices appears to be how to scamp work without being found out. ~~More~~ Positive methods should be brought into vogue so as to provide more human incentives to officials. As an instance, a small prize could be given every month to the official who shows the best all-round efficiency as determined by the head of the office, his gazetted assistant and the ministerial head of the office by common consent. Supposing a similar thing is done with regard to punctual attendance, it will soon be found impossible to select the official to whom to award the prize, such will be the anxiety of the officials to be in their seats in time. But at present the reverse procedure is in vogue, viz., only penalties are prescribed e.g. that three consequtive late absences will count as forfeiting a day's casual leave, with what corrective effect is well known. In industrial concerns, for instance, it is now realised to what an extent a canteen in which some hot eatable and agreeable tea are served free is an incentive to work and how the cost thereof is more than repaid by the good will and efficiency it secures. Such a course need not be adopted in Government offices but the principle could be adopted in a hundred alternative and interesting ~~manners~~ ways. There should also be methods of recognising merit and separating the sheep from the goats, in such a way as will not give room for nepotism or favouritism.

In general, human incentives should to a larger extent be sought to be brought into play in the day's work, which should be made less and less of a drudgery and more of an interesting competition in which each man strives to put forth his best effort with a view to earn approbation, ~~and~~ so that the whole office and the work get on together like a team in a sporting contest. The task and taskmaster mentality should

[illegible]

[illegible] Positive methods should be [illegible] to [illegible] were under investigation officials. [illegible] a small prize could be given every month to the official who shows the best all-round efficiency as determined by the head of the office, his reserved assistant and the minister head of the office by common consent. Supposing a similar thing is done with regard to punctual attendance, it will soon be found impossible to select the official to whom to award the prize, soon will be the anxiety of the officials to be in their seats in time. But at present the reverse procedure is in vogue, viz., only penalties are prescribed e.g. that three consecutive late appearances will count as forfeiting a day's casual leave, with what corrective effect is well known. In industrial concerns, for instance, it is now realised to what an extent a canteen in which some not attractive and agreeable tea are served free is uninventive to work and how the cost thereof is more than repaid by the good will and efficiency it secures. Such a course need not be adopted in Government offices but the principle could be adopted in a modified alternative and interesting manner. There should also be methods of recognising merit and separating the sheep from the goats, in such a way as will not give room for nepotism or favouritism.

In general, human incentives should to a large extent be resorted to be brought into play in the day's work, which should be made less and less of a drudgery and more pr[illegible] interesting competition in which everyman strives to put forth his best effort with a view to earn approbation and so [illegible] the whole office [illegible] on [illegible] like [illegible] a sort of contest. [illegible] and taskmaster [illegible] should

go. There should be less of bossing and more of leadership in the democratic sense, greater confidence all round, in fact nothing less than a complete "change of heart." Officers should, in a manner of speaking possess the suffrage of their subordinates. When the Government itself is reorganised on democratic lines, is the authoritarian bureaucratic mind and outlook to survive only in offices? Symptoms of unrest among officials in recent times are ominous and the warning implied therein should be realised betimes. It is not meant that discipline should be given the go-by. Far from it. But the fact remains that today the Government official no less than the industrial worker is keenly conscious of his individuality and common rights, and is in no mood to concede the inherent superiority of any other set of persons be they called "officers" or otherwise. The present structure of our offices as well as the spirit animating them could perhaps be not unfairly described in the well-known words which the late Mr. Montagu applied to the then Indian constitution "too wooden, too iron and too antediluvian." The need for reform is more urgent than ever before.

—

K. Y. Dutt.
10. 3. 42

Mr. K. GURU DUTT, B.A.,
Director of Food Supplies in Mysore.

BANGALORE,
Dated 3rd April 1948

D. O. No. C. 5758/47-8
Exec. 1.

H121/48
(E.A. 15-3)

Dear Sir,

With reference to your D.O. No. 7078-7115/C.B. dated 31st March 1948 forwarding a copy of the proceedings of the Meeting of the Secretaries to Government and Heads of Departments held on the 8th ultimo and calling for concrete proposals for implementing the objects of the meeting in respect of my Department, I write to state as follows:--

2. The Food Department is, as you are aware, a temporary Department and now that the procurement of ragi and paddy have been given up and most of the miscellaneous controls abandoned, the work of the Department is on the decrease and large-scale retrenchment of establishment is being effected. In these circumstances, I have no specific proposals to send up either regarding decentralisation and delegation of powers or any of the other points discussed during the meeting. I am however enclosing for the consideration of Government a note on general lines offering some suggestions for expediting the disposal of business in Government Offices.

Yours sincerely,

K. Guru Dutt

V. Vedavyasacharya, Esq, B.A,
Chief Secretary to the Govt.
of H.H. the Maharaja of Mysore,
B A N G A L O R E.

XXX (Please compile all the suggestions quickly) CB 8/4

So that the matter may be scrutinised & brought up before a meeting again, early.)

Mr. B. RAMA RAO, M.A., D.I.C., F.G.S.,
Director of Geology.

Mysore Geological Department.

Bangalore, 7th April 1948

D. O. No. 4187.
Enc. one statement.

(E-A-15-4)

(2)

CHIEF SECRETARY
57
9 APR 1948
CB
GOVT. OF MYSORE

Dear Sir,

SUB:- Proposals to expedite disposal of Government Business.

With reference to your D.O. letter No.7078-7115/C.B. dated 31st March, 1948, on the above subject, I desire to say that I agree that the main reasons for delays in disposal of Government business are,—

1) Internal, or delays in final disposal of papers by the Department;

2) External, delays in obtaining information, when necessary, from other Departments to enable prompt disposal;

3) In obtaining orders of Government.

To expedite disposal of Government business, or at least to minimise unnecessary and avoidable delays in disposal, I furnish the following note so far as it relates to the work of this Department together with suitable proposals for achieving the above object.

The normal work of this Department, as at present, falls broadly under the following three categories : -

1. Administrative
2. Technical
3. Industrial Works.

1. Administrative

Much of the correspondence under the Administrative category includes (a) furnishing information to the public to their queries on various points connected with the economic minerals of the State, (b) disposal of applications received for grant of Certificates of Approval, various forms of mineral licenses and mining leases, and (c) arranging payments for materials purchased, wages bills, T.A. bills, etc., which need pre-auditing.

Mineral Queries:- Papers relating to (a) are being dealt with by

the technical officers who furnish to the enquiries the required information as expeditiously as circumstances permit, and generally no delay is allowed to occur in this line.

(b) Applications for mineral concessions:- At present Government have in their own hands not only the power to grant Certificates of Approval, prospecting and other forms of licenses, and mining leases, but even the renewal of all licenses and leases, excepting the renewal of Certificates of Approval. No doubt, we are not experiencing,—excepting in some rare cases—any undue delay in obtaining orders of Government in the disposal of such applications since it has been the practice for this Department to forward to Government about the middle of each month, the list of subjects pending in the Secretariat awaiting orders of Government.

Extraordinary delays do sometimes occur for various reasons, not necessary to detail here, in the disposal of such applications,—especially applications for renewal of prospecting licenses, so much so that in some cases, by the time the orders of Government are obtained on the renewal applications, the period for which the licensee needs renewal would itself have expired. Such undesirable delays leading to anomolous situations could be obviated by delegating to the Director of Geology the power to renew the prospecting, exploring and collecting licenses ~~and~~ as it has been done in the case of renewals of Certificates of Approval. It would no doubt be necessary for the Government to retain in their own hands the power to grant the licenses but their renewals would be purely a matter of routine nature needing no further special considerations, and as such the disposal of applications for renewal of licenses may be left to be disposed by the Director of Geology, according to the prescribed rules and regulations.

Accounts:- Long delays are often experienced in getting for payment in audit, bills for purchases made, wages bills, T.A. claims, etc., as the

sanctioning power vested now in the Director is very limited and Government sanction will have to be sought for as desired by the audit,—in several of the cases which the Director himself should be able to sanction. Consequently, to obviate unnecessary delays in disposing such matters leading to undue hardships on those awaiting payment, it is very necessary to enhance the Director's powers of sanction. A statement showing the powers now vested in the Director and the extent of enhancement required, together with explanatory remarks for the delegation of such enhanced powers, is enclosed; and if the enhanced powers as proposed are sanctioned completely it would help a good deal for expeditious disposal of work in this section.

Routine Correspondence:- Recent increase of routine correspondence work has rendered the present sanctioned strength of the ministerial staff absolutely inadequate for expeditious disposal of work in that section. To remedy this it is very necessary to provide an adequate and well trained ministerial staff for the Department.

2. Technical

The work under technical category may be summed up briefly as noted below : -

1) Furnishing technical advice for other departments of Government or the public; and analysing ores and minerals tendered by the public.

2) Conducting field investigations relating to mineral occurrences, prospecting, development of ore bodies and similar other programmed work.

Arrangements will usually be made to see that no delay accrues in the disposal of work in respect of items under No.1.

However, in undertaking and completing the several lines of field investigations as programmed from year to year considerable delay is being experienced. This is solely due to the department having to work now

very much short-handed of experienced and well trained competent batch of field officers. This can be remedied by bringing up the present strength of the executive staff, to what is actually and absolutely needed for our present work; and in addition providing in the lowest cadre, some 2 or 3 qualified Geology graduates trained for the work of the Department to serve as reserve officers.

It is usually difficult to get for this Department really competent candidates and even when such are recruited with some trouble, they seldom stick to this Department. This is due to the salaries in different cadres being much lower than what is offered for posts of similar work in other provinces and also in other departments of Government and the chances for promotions to higher posts being few and far in this Department. In the interests of our future work, it is necessary in consequence to offer better inducements and create better opportunities for promotions in the Department and also, while appointing new recruits, to make it obligatory on them to execute a bond to serve the Department for a period of at least 5 years after entertainment.

Industrial

In the disposal of business connected with the two large-scale industrial works;—(1) Gold Mining at Bellara and (2) Mining and Refining of Kaolin at Bageshpura now undertaken by the Department, such of the delays as are being experienced in the execution of technical work are due mainly to the difficulty in procuring promptly the various types of machinery required for the works. The technical staff also, as provided now, is inadequate for efficient disposal of work; but since this will be taken up separately it is unnecessary to deal with that aspect here.

Delays are experienced in disposing some administrative matters including accounts connected with these works even though the Director of

of Geology has been recently delegated with powers similar to those which the Directors of other Government Industrial Concerns have been given. After a ere careful study of the powers now vested in the Director, separate proposals will be sent up, soliciting such further powers as may be found absolutely necessary for the speedy disposal of work in these Industrial Concerns.

Summing up, I may say that to expedite speedy disposal of work of this Department, the following are very necessary:-

1) Increasing the existing strength in the technical and ministerial sections to bring it up to what is absolutely necessary to cope with the present work of the Department. Separate proposals will be submitted in this connection in due course.

2) Enhancement of powers delegated to the Director of Geology in disposing routine administrative matters, and for sanctioning expenditure in connection with the work of the Department, as furnished in the statement enclosed.

Yours sincerely,

B Ramarao
8/4

V. Vedavyasacharya, Esq., B.A.,
Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

5) Re-appropriation.	The Director is empowered to reappropriate at present to a maximum of Rs.2,000 in an official year, from one head of expenditure to the other except under salary and establishment.	This may be raised to Rs.5,000/-.	Whenever the total sum of savings under several heads of expenditure exceeds Rs.2,000/- during one official year, the excess amount cannot be reappropriated and utilised even though funds are required under other heads. If the limit is raised to Rs.5,000/-, the full savings may be utilised.
6) Interchange of ministerial posts.	The Director has no powers to interchange the ministerial posts between the central office and the division offices under his control.	The Director may be empowered to interchange the hands from one office to other among the offices under his control.	Since under the powers now delegated to the Director he cannot re-distribute the posts sanctioned for each of the offices under his control even though such re-distribution is likely to result in better efficiency and speedy disposal of work of the Department, it is felt that the modification suggested is very necessary.
7) Power to grant halts.	The Director is empowered to sanction the halting of an officer in one camp only up to a maximum period of 30 days.	This may be raised to 90 days.	The surveys and prospecting operations conducted by this Department are quite unlike that of any other Departments. The officers have to camp in out of the way places for the investigations and it is not possible to exactly limit the period of their stay for one month. It would also be uneconomical to interrupt their work and call them back to headquarters nor would it be practicable to obtain previous sanction of Government for extending their halts for more than one month. As such, it is considered necessary that the period is extended to 3 months and the officers permitted to draw D.A. they are entitled to as per rules while on such work.
8) Powers to write off.	The Director has no powers at present to dispose of unserviceable articles or to write off lost articles without the sanction of Government.	~~Mya~~ May be delegated with powers to dispose of unservicaable articles as and when they accumulate by public auction; and also to write off lost articles the value of which does not exceed Rs.25 in each case.	These are usual matters which should be within the competence of the Head of the Department to dispose of. Reference to Government of such cases in each instance would involve unnecessary correspondence with Government leading to avoidable delays in disposal of such small matters.

P.Ramachar
Director of Geology

Statement showing the needed enhancement of powers delegated to the Director of Geology, for speedy disposal of Government work in his Department.

Items.	Powers as at present.	Modification required.	Explanation.
1) Renewal of Licenses.	Govt. sanction has to be obtained for the renewals of various licenses such as prospecting, collecting and - exploring licenses.	The Director may be empowered to grant renewals.	As fully explained under I (b), of my note, delegating to the Director the powers to renew the various licenses mentioned, which is purely a routine matter, will help speedy disposal of such questions.
2) Disposal of minerals won during prospecting.	Government orders have to be obtained to dispose of mineral won during the course of prospecting if the value of the mineral to be disposed exceeds in the aggregate Rs.100/- or the quantity to be sold exceeds 100 tons.	The limit should be enhanced to Rs, 1,000/-.	The maximum quantity of mineral which the Director can dispose is 100 tons whereas the maximum value is only Rs.100/-. This will not work. In all such cases where the sale value exceed Rs.100/- Government sanction has to be obtained and by the time orders of Government can be obtained sanctioning the sale recommended, considerable delay will occur and the intending buyer will not care to keep his offers open for such long times. The material to be sold being stocked generally in out of the places, unless the offers are promptly accepted there would be little chance of such minerals finding a sale.
3) Contingent expenditure.	Under Contingencies, the maximum value of an article to be purchased is Rs.50/-.	This may be raised to Rs.100/-.	There has been an all round increase in prices of various articles which are brought under contingencies or other sanctioned grants of the Department. The enhancement of powers will obviate delays in securing the articles necessary for prompt execution of work.
4) Purchases.	The powers to purchase articles without reference to S.P.C. is up to Rs.500/-.	This may be raised to Rs.1,000/-.	-do- -do- -do-

No.Al-P.R.616/47-48 - c. 3503.

(3)

Revels Department.

Office of the Revenue Commissioner in Mysore,

Bangalore, Dated: 7th April 1948.

(EA-15-5)

To

V. Vedavyasacharya,Esqr.,B.A.,
Chief Secretary to the Government of His
Highness the Maharaja of Mysore,BANGALORE.

CHIEF SECRETARY
37
9 APR 1948
CB
GOVT. OF MYSORE

Sir,

Subject:-- Proposals for expediting Government business in the Revenue Department.

*****

With reference to your D.O.letter No.7078-7115/CB dated 31-3-1948 calling for concrete proposals for expediting Government business so far as this Department is concerned, I have the honour to state that, in the light of the discussions at the Meeting of Officers held on 8-3-1948, the following proposals are made for the consideration and orders of Government:---

TRANSFERS OF AMILDARS:-- Government, in Chief Secretary's D.O.letter dated 18-3-1927 directed that Amildars should not be disturbed from their charges for a period of 4 years and that if, in special circumstances, a change was necessary, sanction of Government should be obtained. As frequent transfers of Amildars were found inevitable owing to the situation created by the War and Food Supply operations, Government was addressed in this office letter No.Al-1346/44-45 dated 28-10-44 to relax the rule and empower the Revenue Commissioner to effect transfers of Amildars with a view to expeditious disposal of matters. Government in Revenue Secretary's letter No.R 2156/LR 94-46-2 dated 28-8-1946 stated that the existing practice of obtaining Government sanction may be continued.

Many changes have taken place since the date of this order and it seems necessary that the present system of this office sending proposals and obtaining orders of Government thereon and then issuing orders of transfer should be changed. It involves delay and dislocation of work in the Taluks concerned owing to the absence of Amildars for long periods. This aspect of the question may kindly be brought to the notice of Government and their orders obtained empowering the Revenue Commissioner

Commissioner to effect transfers of Amildars though they are in their charges for less than 4 years. It may relieve the Secretariat of a large volume of work.

ENDORSEMENTS ON PETITIONS:-- At the meeting on 8-3-48 the Chief Minister expressed the opinion that the tone of endorsements (on petitions) might be usefully modified, so that they may be more acceptable and pleasing to the public. Some of the forms of endorsements which are now being used are enclosed herewith It will be seen therefrom that forms 1 to 4 are formal and convey no satisfactory idea to the endorsee regarding the manner of disposal. Form No.5 though vague admits of additional information being furnished. Form No.6 is useful in appeals and also in cases where a negative endorsement has to be given. Form No.7 seems to be convenient for being used in all cases. Although it is a bare skeleton endorsement form, it may be adopted for all purposes, furnishing the additional information required. In fact, no stereotyped endorsement can be used in this Department for the wording of each endorsement has to vary according to the circumstances of the case. The several forms of endorsement with some modifications so as to make them more courteous, are enclosed herewith for the kind perusal and orders of Government.

INAMS:-- In the Inam Section, orders of Government are being obtained at present for the resumption and cancellation of the Service Inams such as Pateli, Shanbhogi, Thoti, Talari, Kulawadi, Nirganti etc. Although Government originally empowered the Revenue Commissioner to deal finally in all cases of resumption of village service and Artisan Service inams in their order No.R 5864-73 LR 393-26-2 dated 23-3-27, in their subsequent order No.R 4965-75/LR 18-26-12 dated 7-1-1928, Government restricted the above powers only to Artisan service Inams. It would facilitate speedy disposal of these cases if the power of resumption of all service inams and cancellation of inam tenure are delegated to the Revenue Commissioner, as there is hardly

4337

C. F. No. 45]

GOVERNMENT OF MYSORE

Tele-phone

OFFICE OF
the Commissioner of Incometax
in Mysore, Bangalore,

No. C. 134/47-48.
Encls.

(E.P. 15-6)

CHIEF SECRETARY 147 8 APR 1948 GOVT. OF MYSORE

Dated 8th April 1948.

To

The Chief Secretary to the Government
of His Highness the Maharaja of Mysore,
Bangalore.

Sir,

With reference to your D.O.No.7073-7115/C.B. dated 31st March 1948 forwarding a copy of the proceedings of the Meeting of Secretaries to Government and Heads of Departments held on 8th March 1948, and calling for my proposals, I have the honour to state that, so far as this department is concerned, the petitions generally come under any one of the following categories:-

(1). The petitions to the Incometax Officers upto the stage of assessment.

(2). Petitions of Appeal against the orders of assessments made by the Incometax Officers.

(3). Petitions of Refunds.

All these petitions are dealt with under the provisions of the Incometax Act and no undue delay is allowed to occur. There may be some delay under refunds but this is unavoidable, as orders on refund applications, whenever they are refunds of tax paid on dividends from companies, have to pend till the firms and companies are assessed to incometax. Their disposal is watched and suitable endorsements issued in all cases. I may also add that I have no proposals to make at present for the decentralisation of powers.

I have the honour to be,

Sir,

Your most obedient servant,

M.C. Subba Ra.
Headquarters Assistant,
For Commissioner of Income-tax,
(absent from station).

Mr. SYED ABDUL KHADER, B.A.,
Additional Director of Food Supplies in Mysore.

BANGALORE,

(5)

Dated 8th April, 1948.

D. O. No.

4351/CB
(E.A. 15-7)

Dear Sir,

As desired in your D.O. letter No.7078-7115/CB. dated the 31st March 1948, I enclose herewith a Note embodying concrete proposals for expediting disposal of business in the Offices of this Department. I may state in this connection, that these proposals are equally applicable to the offices of other Departments also.

CB.
8.4.48.

Yours sincerely,

Abdul Khader
8/4

V. Vedavyasacharya, Esq.,B.A.,
Chief Secretary to Government,
BANGALORE.

CONCRETE PROPOSALS FOR EXPEDITING DISPOSAL OF BUSINESS IN THE OFFICES OF THE FOOD SUPPLY DEPARTMENT.

The business in the Offices of this Department consists mainly of the following items:

1. Disposal of petitions,
2. Applications for licenses and permits for imports and exports of foodgrains or other controlled ~~xxxxxxxxx~~ articles,
3. Disposal of references received from higher officers, co-ordinate officers and subordinate officers,
4. Disposal of bills for supplies received or made by the Department and correspondence relating thereto,
5. Maintenance of Accounts and disposal of Audit Objections,
6. Periodicals and returns.

2. To arrange for the efficient and speedy disposal of work in any Department the main points that are to be taken into consideration are the system to be followed and the machinery to work the same.

SYSTEM:-- It is of great importance that all references should be classified according to their urgency and importance. The Officer in charge of the Office while going through the tappal each day must pay some attention to this work and note on the references the specific date within which the reference is to be disposed of. At the same time, he must make a note of such papers in a Note Book maintained therefor, together with the date on which the references are required to be brought for disposal. To facilitate work, it would be convenient if each case-worker is provided with three trays in Head Office and three file-boards in the subordinate offices marked "A", "B" and "C". In the "A" tray or file board all papers referred to by him for disposal must be kept. In the "B" tray or file board all references and cases marked for disposal for the day must be taken and attended to. In the "C" tray or file board all papers and cases which have been finally disposed of and are ripe to be sent to Records must be arranged. At present there is a tendency among the

clerks to keep back disposed of papers for an unnecessarily long period. To put a stop to this tendency, it is necessary to fix a date for each clerk to send all his disposed of papers to the Records each month. The Record Keeper should submit to the Officer a return by the 5th of the following month showing the records he has received from each case-worker on the due date and the names of the defaulters.

The "B" tray or file board being intended for papers for disposal for the day, must necessarily become empty at the end of the day. Such of those papers that are finally disposed of go to the "C" tray or file board and those that have not been so dealt with for want of reports or references from subordinate or other offices, go back to the "A" tray or file board to be taken out again on a fixed date by which time the required replies are expected to be received from other offices and for which references have been made or reminders sent. Such a system I understand is followed in the Offices of the Bombay Presidency and may be conveniently adopted here.

Of all the papers tobe dealt with in an office and particularly in this Department, the petitions and applications referred to in group (1) above must be given the first priority over all other papers. They must be disposed of with the least possible delay as in a Democratic form of Government the Officers being the servants of the public must attend to their needs first. None of them must be allowed to feel that his representation or request has not been attended to in time.

Another important item of work which has been found neglected in many offices, is the preparation and submission of lists of pending papers by case workers. The rules and Standing Orders in this respect are not being strictly enforced. To secure speedy disposal of references and to avoid undue delay, this is quite necessary. The ministerial head of each Office must be held personally responsible for

obtaining such lists and to check and review them every month and place the result before the Officer in charge of the Office.

MACHINERY:-- To attend to the work in an efficient way and to secure its speedy disposal, it is very essential that we must have an efficient staff. Under the present Recruitment Rules, raw hands, fresh from Colleges and Schools, are entertained and entrusted with the work in the Offices without any previous training. The result is that the work in the office suffers and the clerk not being able to do the work loses interest in the same. I therefore agree with the Officers who suggested at the meeting, the training of such hands in the office work. I think it is more useful and convenient if a school is opened and necessary training is given, say for a period of two or three months to all prospective candidates for clerkship. The Public Service Commissioner must include in the approved list only such candidates as have undergone this training. I also agree with the suggestion that there should be a leave reserve in each office according to necessity and strength of the office. This will greatly help in the speedy disposal of business in the offices.

Another important matter that requires attention is to see that the officials working in an office are feeling contented and have some incentive to do better work. For this, they must have full assurance that their good work will be rewarded by due recognition and promotion. I feel that the present system of direct recruitment to subordinate gazetted ranks has tended to dishearten many qualified and deserving officials in the offices. It is necessary in the best interest of the work, 75% of such appointments be reserved for being filled up by promotion from the officials of the Department and only 25% being kept open, if necessary, for direct recruitment. This will go a long way to create

enthusiasm in the mind of the officials to work efficiently and honestly. The feeling of despondency prevailing in recent years among the officials that a clerk is always a clerk must go, and they must begin to realise, as in olden days, that such of those that are honest and efficient can always aspire to fill appointments of trust and responsibility and that there is nothing to prevent them from rising higher and higher in the Government Service.

Another point I wish to mention is that at present, we are not taking into consideration the human factor in the distribution of work in the offices. It is not doubt true that there are some officials who can do any work that may be entrusted to them. But there are some ~~officials who can do any work that may~~ who have a special aptitude for a particular kind of work, and if they are given any other kind of work, they will not be able to do it efficiently for want of interest in the same. For instance, a man may be good at figures and may prove himself to be a good Accountant, but if he is asked to do the work of a case-worker, he will not prove successful. The officer in charge of the office must try to understand this psychology and take only such work from the official as he is capable of doing it efficiently.

From my experience I notice that the case workers who have always been in one office and have had no opportunity to work outside, have developed a narrow outlook in their work. To remove this defect, I would suggest that there should be a periodical interchange of officials from one office to the other, at least in the same Department. In the Secretariat too I understand, that there was once such a proposal and it was given effect in one or two cases. This system was adopted in Travancore State where I learn it is working satisfactorily. The one advantage in this system is that officials with practical knowledge of the working of the Department when taken to Head Offices or the Secretariat will be able to put up realistic notes instead of offering opinions purely based on theories. I think,

there will not be much difficulty at present in the interchange of these officials as the scale of pay in all the Departments is practically made uniform under the recommendation of the Pay Commission.

INSPECTIONS: - The inspection of offices that is being carried on at present is only for fault finding. Only the defects existing in the office are pointed out without showing how they could be removed. This requires reformation and the inspecting officers must make such practical suggestions as enable the officers they have inspected to remove the defects within a particular period. Frequent inspections with short intervals within which such mistakes cannot be remedied is having a demoralising effect on the officials of the office.

MEETING: There must be monthly meetings of the Officers of the Department for reviewing the work in their offices. This will help in expediting the despatch of work in all these offices.

The suggestion made by the General Secretary to attach Steno-typist to each office to enable the officer to dictate his orders after studying the records of a case appears to be useful in the speedy disposal of references and may be tried.

Abdulshade 8/4/48

DN./3. ADDL. DIRECTOR OF FOOD SUPPLIES.

Mr. SYED ABDUL KHADER, B.A.,
Additional Director of Food Supplies in Mysore.

BANGALORE,

H 395 Dated 9th April, 1948.

D. O. No.

61

CB
9.4.48

Dear Sir,

In continuation of my D.O. letter of yesterday sending concrete proposals for expediting disposal of business in the Offices, I enclose herewith the concluding paragraph relating to the Note which was inadvertently omitted. I request you to kindly add this towards the end of the Note.

Yours sincerely,

Abdul Khader

9.4.48

V.Vedavyasacharya, Esq., B.A.,
Chief Secretary to Government,
Bangalore.

A D D E N D A.

DECENTRALISATION:

In conclusion I may state that for the effective working of the above proposals, it is essential that there should be proper decentralisation of work among Officers. The Rules relating to decentralisation are not being strictly observed at present. The Officer having power to pass final orders in particular cases is not generally allowed to do so by Superior Officers. Before he can pass any such orders, reports are called for on flimsy grounds based on ordinary petitions. This method has greatly contributed to delay in disposal of work. It is therefore necessary that the decentralisation rules are strictly observed. The Officers entrusted with powers under the decentralisation scheme must be allowed to realise their responsibility, use their discretion, as in judicial cases and pass their final orders. No interim report must generally be called for by higher officers except in cases of appeals by the aggrieved parties. This will go a long way to minimise delays.

9.4.48

DN.9-3. ADDL. DIRECTOR OF FOOD SUPPLIES.

Confidential

C. F. No. 45]

GOVERNMENT OF MYSORE

(16)

Telegram

No. 339/14

Encls.

H397/45

OFFICE OF
The Superintendent,
Government Botanic Gardens,
Lalbagh, Bangalore,

Date 12th April 1948.
(E.A.15-9/47-48)

To

The Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

CHIEF SECRETARY 14 APR 1948 GOVT OF MYSORE

Sir,

Sub:- Measures for expeditious disposal of Government business.

With reference to your letter d.o.No.7078-7115/C.B., dated 31st March 1948 requesting to forward concrete proposals for implementing the objects of the meeting held on 8th March 1948 I have the honour to state as follows.-

(1) The Superintendent, Government Gardens as Head of the Department may be delegated more powers in order to avoid unnecessary correspondence with Government and consequential delay.

(2) Delegation of powers to the several sectional Heads in the Department for disposal of routine work as already proposed for orders of Government is an important step in this direction.

(3) At present all the Officers of the department are stationed at Bangalore only. The distribution of these Officers to be in charge of Circles, each circle comprising two or three districts and with their headquarters within the Circle as already submitted to Government, for orders, will facilitate immediate disposal of references.

(4) The two clerks as leave reserves may be sanctioned for the hill stations, one dozen Sales Depots in the department and nine district sub-Offices.

(5) Much delay is being experienced whenever the cooperation of any other department with this department in any particular matter is called for. This delay may perhaps be avoided, if each department is required under a rule to submit to Government a monthly return of papers, pending with other departments, for suitable directions in the matter.

I have the honor to be
Sir
Your most obedient servant,

12.4.48

Superintendent.

12/4/48.

KVP

Mr. R. RAMAKRISHNA,
M.Sc.,E.E., (Wis), M.A.I.E.E.,
General Manager.

GENERAL MANAGER'S OFFICE,
MYSORE.

CONFIDENTIAL.

P.C. 672-73.

14th April 1948.

(EA 15-10/47-48)

LB. 78

Dear Mr. Vedavyasacharya,

With reference to your D.O. letter No.7078-7115/C.B. dated 31st March 1948, I wish to state that the Traffic Department of this Railway has to deal with a considerable correspondence from the public, most of them relating to compensation claims, booking facilities, etc. To expeditiously dispose of this correspondence I consider it is necessary to strengthen the establishment of the Traffic Department by the employment of additional hands. I am examining this question with the Traffic Manager, and shall shortly submit to the Secretary to Government, Railway Department, my proposals in this regard.

I have no other suggestions to make.

Yours sincerely,

R. Ramakrishna.

V. Vedavyasacharya, Esq., B.A.,
Chief Secretary to Government,
General & Rev. Secretariat,
BANGALORE.

Mr. B. S. RAGHAVENDRA RAO,
Commissioner. &
Economy Officer,

CONFIDENTIAL

OFFICE OF THE COMMISSIONER OF
ECONOMIC DEVELOPMENT AND PLANNING,
Bangalore, dated 15-4-1948.

4396

(EA. 15-11-47-48)

D.O. No. E.O. 45/47-48

55

CB
16.4.48

(All this info shd be new carefully compiled & abstracted, so that the next meeting may be convened very early for consideration.)

(The several suggestions.)

19/4

Dear Sir,

Adverting to your letter No. 7078-7115/C.B. dated the 31st March 1948 asking me for concrete proposals in the light of discussions held at the meeting of Secretaries to Government and Heads of departments with the Chief Minister presiding so far as they pertain to my department, I wish to state as under:

1. Decentralisation of powers:- It is very necessary for removal of congestion of work in higher offices and for securing speedy disposal of business that there is greater decentralisation of powers and it is equally necessary to see that when powers are so delegated that the Heads of departments and subordinate officers exercise such powers vested in them and that they do not unnecessarily seek orders or submit papers for perusal before issue in matters clearly within their competence. Where however officers persist in doing so they should be severely reprimanded. Further subordinate officers should be encouraged to exercise the powers vested in them by higher officers refusing to entertain applications (which are not in the nature of appeals) which could be presented in the first instance to a lower Authority.

Another fruitful cause of increased work is the practice of re-opening old cases that have been finally decided. This has also to cease and just as in civil cases there should be a finality to proceedings in Revenue and other matters and these should not be allowed to be re-opened merely because there is a change of offices or in the administration except when questions of policy are involved. No review of an order should also be allowed except by the officer that passed the original order. The procedure in the Law Courts that the orders passed by an Officer could be reviewed by him only or by an Officer higher than himself

P.T.O.

[illegible] should also be strictly enforced.

Publication of a Book of Powers:- Again in order to enable officers to know their own powers, it is necessary to prepare and publish a Book of Powers on lines similar to that in British India and make it available to all officers.

Heads of departments have, it is understood, been asked to suggest decentralisation of powers. In connection with an examination of Offices to see whether any economy could be secured by a suitable re-organisation in the work and weeding out superfluous staff who have no full-time work, I will also examine the possibility of further decentralisation of powers to secure quicker despatch of work in addition to economy wherever possible.

2.(a) Training of Personnel

(b) Publication of Departmental Manuals:- Much of the delay in offices is due to the staff, and some times even the officers, not knowing the rules of office business and procedure and carrying on 'anyhow' or 'somehow.' If there should be greater efficiency and better turnover of work in our offices, it is necessary therefore that all our staff including officers (where that is indicated) are given adequate training in their work and for this purpose

(i) training classes may be attached to District and Central Offices and Officials given a course of training in office work and routine for one hour after 4-30 p.m., twice or thrice a week the course to continue for about two months. The classes should be handled by competent men who may be given a small remuneration for this purpose. By suitable transfers it may be possible to get all officials trained in this manner in about 6 months to 1 year. Another method of securing adequate training to recruits is to permit Heads of departments to attach to their offices one or more officials who are next in the C.R.B. Waiting list. These may also be attached to the District Offices in leave vacancies and made to learn work.

(ii) a refresher training course may be given to Junior administrative officers also;

(iii) all departmental publications and manuals should be brought up-to-date and we must insist on every official having with him copies of the concerned departmental manual posted with up-to-date correction slips. Wherever possible on the front page of Ledgers or other important registers to be maintained by officials a slip containing the manner in which it should be maintained should be pasted.

3. Periodical inspection of offices:- Rules require that all offices should be inspected in detail at least once a year. At present, however, in many cases these inspections are merely mechanical and in some departments I understand no inspection of subordinate offices is being made. Even where inspections are made the inspection notes are very rarely followed up in an intelligent manner.

It is not necessary that an office should be inspected and completed at one sitting. One or more sections of an office may be inspected each time the inspecting officer visits a place, the inspections being thorough and the inspecting officer going in detail into each of the pending cases particularly where there has been delay in disposal. Such inspections would be very useful and in the case of Junior officers would enable them to learn their work. During inspection of offices the inspecting officers should also see in the case of Touring Officers, that their tour programmes are properly drawn up and with a view to speedy disposal of business. They should also see that during these tours all the papers relating to places inspected are disposed of and unnecessary journeys and aimless touring are avoided.

As far as the Secretariat is concerned with a view to expedite business, I would suggest that a monthly meeting or a meeting at more frequent intervals be called for with the Minister presiding when a check-up is made of proposals etc., made by Heads of departments pending with Government and vice-versa. This would also give an opportunity to examine why papers

are pending and secure quicker disposals.

Another suggestion I would make is that Secretaries to Government should be senior to Heads of departments so that Government could delegate more powers to them and they could dispose of all routine papers, accord routine sanctions on behalf of Government etc., leaving the Ministers free to attend to more important papers and questions of policy. If this is accepted, the number of Secretaries may also be reduced.

4. Progress of expenditure on sanctioned schemes:- Last year the allotments with regard to postwar planning schemes in the case of most of the important spending departments were fixed up at a meeting with the Minister-in-charge presiding at which the head of the department was present along with myself, the Financial Secretary and the Secretary to Government in the department concerned. Heads of departments had therefore sufficient intimation in advance regarding the allotments and they had enough time to fix up the necessary details and obtain sanction of Government where such sanctions were necessary. If proper progress has not been ~~seemed~~ secured it is not due to want of intimation regarding allotments.

There has however been a complaint especially in some departments that allotments are not intimated in advance and that they are distributed so late in the year that very little progress is possible. In order to avoid such complaints and so as to keep heads of departments more in touch with these while fixing up Budget allotment it would be advisable if departmental officers are consulted at a preliminary meeting with the Minister in-charge, Financial Secretary and Secretary to the department concerned and allotments made only after taking into account the requirements of the department and the possibility of incurring the

the expenditure usefully.

The grants (provisional) in respect of each department should be communicated to heads of departments by the first week of June i.e., soon after the Budget is presented to the Assembly and the Head of the department should immediately thereafter make the District allotments in the first week of July in consultation with wherever possible or necessary with the district officers, who in turn will distribute the allotments in consultation with their district and taluk officers. The final distribution of allotments should in all be completed well before the end of July. This will enable a proper programme of expenditure during the coming months being prepared and thus secure orderly progress of work and even flow of expenditure.

5. Miscellaneous:- Regarding offices being properly staffed I agree that it is essential that every office is assured of the minimum strength of trained hands required to run it efficiently. The present procedure under which vacancies cannot be filled up for months together requires immediate overhauling. It is equally necessary to keep the staff contented and its morale high and for this purpose it is necessary to ensure that once an official joins service he is assured of promotions in the usual course unless his work is not satisfactory or he is overlooked for reasons to be made known to him.

With a well trained and contented staff I am sure we will be able to secure more efficiency and quicker despatch of work with a much smaller establishment that we are now having.

Yours sincerely,

B. Raghavendra R.

V. Vedavyasacharya, Esq., B.A.,
Chief Secretary to Government of Mysore,
Bangalore.

4419

CB.

Submitted

The connected file has been referred to the Spl Officer, Efficiency Audit. The receipts will, if approved, be passed on to the Spl. Officer, Efficiency Audit.

20/4/48 Spl. Officer E.A. W.C.

28/4/48

OFFICE OF THE SPECIAL OFFICER
FOR EFFICIENCY AUDIT,
BANGALORE.

28/4

(E.A. 15-12/47-48)

STRICTLY CONFIDENTIAL.

COUNCIL CASES.

GENERAL AND REVENUE SECRETARIAT.

Notes on Council Files bearing Nos. ..

.....

which are for disposal by Circulation are *circulated.

Chief Secretary to Government.

Minister for Education & Public Health.

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* *Vide* O. M. No. 988-95—C. B. 28-46-5, dated the 2nd September 1946.

4419/CB. (8)

DEPARTMENT OF AGRICULTURE.

MYSORE STATE.

D. O. No. H.C. 199/47-48

K. H. SRINIVASAN, Esq., M.A., B.Sc. (Edin.),
Director of Agriculture.

E.A. 15-12/47-48

OFFICE OF
THE DIRECTOR OF AGRICULTURE,
Bangalore, dated 23rd April 1948

Dear Sir,

49/26/4 CB

With reference to your D.O.No.7078-7115/C.B., dated the 31st March 1948, I wish to submit the following proposals pertaining to this Department for expediting disposal of Government business:-

25/4 26/4/48

Delegation of additional powers:- The Director will have to be given wider powers to dispose of matters quickly. The Department has to make large scale purchases of seeds, manures, implements and machinery. Now under the existing orders, the Director is empowered to order the purchase of manures up to Rs.5,000/- at a time and machinery and implements up to Rs.250/- in each case. Since the purchases are regulated by the grants sanctioned in the budget, the Director may be empowered to make the purchases according to the requirements without any money limit being imposed.

2. Due to opening new depots and engaging godowns for storing seeds, manures and implements the Department has to engage buildings as and when required. Now under the existing orders, rent up to Rs.40/- per mensem can be sanctioned by the Director On account of increase in building rents, the limit of Rs.40/- cannot be adhered to always. Whenever the Department feels that the rent demanded by the owners are excessive, the Revenue Department will invariably be consulted as regards the fair rent. So it is suggested that the limit of Rs.40/- may be kindly raised to Rs.100/-

The maximum rate of cart hire that can be paid is fixed at 4 annas per mile in midan and 5 annas per mile in Malnad. In the interior parts in certain tracts cart hire at annas 6 to annas 8 are to be paid on seeds and manures and implements transported. Whenever rate in excess of the schedule rates are to be paid the advice of the local Revenue officers will invariably be obtained as regards the ruling hire rates. As a rule transport work is got through

by tender system, which will generally be low and the payment of higher rates comes in when no tenders are received. The Director may be empowered to sanction payment of cart hires up to annas 8 per mile such sanction being conveyed on the production of written statements from the Taluk Amildars as regards the ruling cart hire rates.

There are no powers delegated to the Director at present with regard to the purchase of spare parts, repairs charges etc, of tractors and lorries. Since a number of tractors and lorries have been purchased powers to incur expenditure on lorries and tractors have to be delegated to the Director. The Director may be empowered to purchase fuel oils and spare parts up to the limit of the budget allotment. Repair charges up to Rs.500/- at a time may be permitted to be incurred.

Due to purchase of large quantities of seeds and manures etc. and stocking them at the various depots all over the State, watchmen will have to be employed whenever there are heavy stocks worth more than Rs,5,000/-. In such cases, Government will have to be addressed for sanction. Since such instances are too frequent and there would be delay in the receipt of Government sanction, it is suggested that the Director may be empowered to appointment watchmen whenever nece= ssary and report the fact to Government for information.

Considerable delays occur in the present system of payment after preaudit ~~after~~ of bills. The Department has been making purchases from firms outside the State and the firms demand payment against Railway Receipts. It is with considerable difficulty that the firms are persuaded to deliver the stocks pending the payment of their bills, after preaudit. But such preaudit takes in some cases 2 or 3 months and the Department lose all credit with them ~~we~~ when again they have to be approached for further requirements. In order to save the prestige of the Department, it is essential that payment of bills of supplies and services are paid without any delay and discontinuance of preaudit at least in the case of firms outside the State will greatly help in the early disposal of the bills.

Leave Reservists:- An extra 12½% of the existing non-gazetted staff (clerks) may be given as leave reservists to facilitate quick disposal of work when the permanent officials go on leave. Before entrusting work to these reservists, it is necessary that they have to undergo training in all branches of work of the Central Office (Head Office). The senior officials of the Head Office may be permitted to give training to these reservists and they may be given a suitable allowance as remuneration for the extra work and labour involved.

Yours sincerely,

K. H Srinivasan
24/4

To

V.Vedavyasacharya, Esq., B.A.,
Chief Secretary to the Government
of His Highness the Maharaja of Mysore,
Bangalore.

Submitted

The connected file has been referred to the Spl. Officer Efficiency Audit. The receipts will, if approved, be sent ~~to them~~

28/4/48

Spl. Officer
for Effi. Audit
WR

28/4/48

28/4/48

3/5

OFFICE OF THE SPECIAL OFFICER
FOR EFFICIENCY AUDIT,
BANGALORE.

3/5

EA 15-13/47-48

COUNCIL CASES.

GENERAL AND REVENUE SECRETARIAT.

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which are for disposal by Circulation are *circulated.

Chief Secretary to Government.

Minister for Education & Public Health.

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[1] *Vide* O. M. No. 988-95—C. B. 28-46-5, dated the 2nd September 19

4514

(9)

Telegraphic Address: EDUCATION.

DEPARTMENT OF PUBLIC INSTRUCTION
GOVERNMENT OF MYSORE.

APR 1948

Postal Address: POST BOX No. 8.

BANGALORE,

D.O. G2. 7255-196/47-48.

Dated 21st April 1948.

(E.A. 15-13/47-48)

4514
C.B.

~~E.G. McALPINE, M.A., B.Ed., Ph.D.,~~
~~Director of Public Instruction.~~

M.ABDUL WAHAB, M.A., Bar-at-Law,
Deputy Director for High School Edn.
in charge of current duties of D.P.I.
(absent from station).

61

CHIEF SECRETARY
25 APR 1948
GOVT. OF MYSORE

Dear Sir,

With reference to your D.O. letter No.7078-7115/C.B. dated 31-3-1948 forwarding a copy of the proceedings of the meeting of Secretaries to Government and the Heads of Departments held on 8-3-1948 and calling for concrete proposals in the light of discussions held for implementing the objects of the meeting I propose the following measures for kind orders of Government.

1. RE: QUICK DISPOSAL OF PETITIONS, APPLICATIONS & REQUESTS FROM THE PARTIES:

It is desirable to arrange for monthly or quarterly meetings of the District Educational Officers in the State and of the Inspectors of Schools and Heads of High Schools in each district with a view to discussing the merits or demerits of the representations and to issue instructions for the quick disposal of such petitions. It is very often noticed that such petitions will have been frequently presented to various officers of the Department and also to Government and that the Inspecting Officers will have taken action also. At such meetings all the petitions received may be taken up and an endorsement issued to the parties according to the decision arrived at such meetings. But this involves questions of payment of T.A. for which extra provision will have to be made by each Department.

UTILISATION OF GRANTS.

Necessary instructions will be issued for taking stock of the progress made at each quarter in utilising grants sanctioned in the budget and speed up measures for fully utilising the balances of allotment before the close of the official year. It may be stated that with reference to a recent communication from the Education Secretary to Government to examine the allotments made and their utilisation a report was submitted to Government in this behalf with my D.O.letter No.G2. 625-176/47-48 dated 18-3-1948 a copy of which is enclosed -- herein for your kind reference. The statement enclosed thereon explains how the

P.T.O.

allotments were not utilised fully and that the amount likely to lapse is a small fraction.

FURTHER DELEGATION OF POWERS:

Action is taken in respect of delegation of extra powers to the Director of Public Instruction and also to the Inspecting Officers of this Department and recommendation has been made to Government in my letter No.H6.6260-386/47-48 dated 29th March 1948 a copy of which is enclosed herein.

QUESTION OF DISPOSAL OF PETITIONS REFERRED BY GOVERNMENT:

According to the recent decisions reached at one of the meetings with the Ministers, a report on the petitions presented to Government is called for within three days of their receipt in this office. I have issued necessary instructions to the Deputy Directors in my office and the District Educational Officers in the State not to treat such petitions as cases of routine nature. In cases where reports have to be called for, interim reports with the information available in this office are submitted to Government followed by a detailed report after investigation.

It is proposed to call for from the District Educational Officers monthly progress reports on the petitions forwarded by Government, and maintain a separate register for the purpose.

TRAINING OF OFFICIALS:

In this respect I will issue instructions that either the manager himself or any other experienced official of this office may give instructions to the raw hands entertainted in this office for one hour every day after the office hours.

Periodical meetings of Superintendents and Clerks with the Manager or the Personal Assistant will be arranged for tackling questions and dispose of papers quickly. For the present the meetings of Superintendents with Personal Assistant as Chairman is being convened whenever necessary.

RESERVE CLERKS:

The need for entertaining leave reserve clerks in this office has of late been very great owing to the growth of business on account of the increasing number of Institutions and the offices as a consequence of the larger number of pupils taking education year after year. A recommendation was therefore made to Government in my letter No.G2. 562-26/47-48 dated 22-8-1948 for sanctioning the appointment of 9 reserve clerks (as in the case of Comptroller's Office),

but Government have in their letter No.E.3173 Edn. 29-47-7 dated 21-10-1947 stated that the proposal could not be sanctioned. The need for appointing such reserve clerks has been greatly felt and it comes in very handy to keep the work of the office up to date without any dislocation of work (whenever permanent clerks go on leave). I recommend that Government may be pleased to reconsider the proposal.

APPOINTMENT OF SUITABLE NON-C.R.B. CANDIDATES AS CLERKS:

The Heads of Departments may be permitted to continue the non-C.R.B. candidates as clerks appointed in the absence of the C.R.B. list in case their work is found to be satisfactory even after the C.R.B. list is received from the Public Service Commissioner and be given priority for absorption over the candidates in the list with the concurrence of the Public Service Commissioner. This involves a departure from the C.R.B. rules which may kindly be examined with the Public Service Commissioner.

Analysation of ~~ANALYSE AND~~ DEVELOPMENT SCHEMES:-

Government are pleased to sanction in their Order No.E.7758-9/Edn.153-47-2 dated 31st March 1948 the appointment of a Special Officer to assist the Director of Public Instruction in giving a new orientation to Education in the State. With his help an analysis will be made to find out as to what schemes could wait, what schemes had better be given up and what schemes should be pushed through expeditiously.

MODIFICATION OF THE FORM OF ENDORSEMENT:

The question of modification in the form of endorsement to the petitioners and other private parties is being worked out in this office and the fact will be reported to Government in due course.

Yours sincerely,

M. A. Wahab

V. VEDAVYASACHARYA, ESQ., B.A.,
Chief Secretary to Government of
H.H. the Maharaja of Mysore,
BANGALORE.

N.J.P/21-4.

Copy of letter No.A.6230-386/47-48 dated 23rd March 1948 from the Director of Public Instruction in Mysore, Bangalore to the Secretary to Government, Education Department, Bangalore.

SUBJECT:- Further powers to be delegated to the Director of Public Instruction and the District Educational Officers.

Adverting to your D.O. letter No.E.7086-87/ dated 8th March 1948, stating that it is proposed to decentralise the working of the Department to ensure quick despatch of work in Public Interest and desiring me to submit proposals for the further delegation of powers, I have the honour to submit herewith my proposals for the further delegation of powers to the Director of Public Instruction and the District Educational Officers.

"Copy".

FOR DIRECTOR.

AD/22.4.

VESTING MORE POWERS WITH THE DIRECTOR OF PUBLIC INSTRUCTION AND THE DISTRICT EDUCATIONAL OFFICERS.

Existing	Proposed
Appointments and promotions:-	
Order promotions to posts the maximum salary of which does not exceed Rs.150/-.	Order promotions to posts the maximum salary of which does not exceed Rs.200/- in the Non-gazetted cadre.
	Permit the appointment of under-qualified persons as an interim measure where qualified local candidates are not available pending compliance with the rules of recruitment except in the vacancies of graduate teachers in High Schools and Training Institutions.
	To appoint underqualified, Non-brahmin, Non-graduate teachers in Middle Schools in exceptional cases and to absorb them permanently in the existing vacancies without prejudice to communal proportion.
	To appoint Brahmin candidates in short term special vacancies in the ministerial cadre temporarily where Non-brahmin candidates are not readily available pending appointment of Non-brahmin candidates in such vacancies.
	To sanction the appointment of general teachers against the scales sanctioned for the appointment of Commerce teachers in Municipal High Schools.
	To sanction the appointment of teachers in the Municipal High Schools on a higher starting pay then the minimum of the sanctioned scales.
Transfers:-	To transfer persons from the tutorial cadre to the Ministerial cadre and vice versa.
Deputations:-	
Depute for not more than five years officers of the Department drawing Rs.150/- and less to other Departments or private agencies subject to such orders as Government may pass from time to time regarding payment of contribution towards pension.	Depute all Non-gazetted officers of the Department to other Departments or private agencies subject to such orders as Government may pass from time to time regarding payment of contribution towards pension.
Leave and acting arrangements:-	
Grant all kinds of leave to Non-gazetted officers and temporary or acting arrangements in such cas provided the period	Grant all kinds of leave to Non-gazetted officers and make temporary or acting arrangements in all such cases. (consistently with the power proposed under I supra)

period for which the arrangements are made in respect of officers on Rs.150/- and above does not exceed six months.	
Appoint Head Clerks of the Offices of the District Educational Officers to act as Office Assistants during the absence of the latter for short periods of not more than one month.	Appoint Head Clerks of the District Educational Officers to act as Office Assistants for a period not exceeding six months at a time.
To grant Privilege leave to Gazetted Officers for a period of two months only and order in-charge arrangements. To grant furlough on average salary to Gazetted Officers for a period not exceeding two months only and also sanction in-charge arrangements in vacancies arising from whatever cause for the same period.	To grant all kinds of leave under the rules to Gazetted Officers for a period not exceeding three months and order in-charge arrangements in vacancies arising from whatever cause for the same period.
To order the retirement from service of superannuated officers of the Department whose pay or the maximum pay of whose appointment is Rs.150/-.	To order the retirement from service of superannuated officers of this Department whose pay or the maxi pay of whose appointment is Rs.200/-.
To grant extension of service beyond the age of superannuation to Primary School teachers provided there are no candidates in the waiting list ready for appointment and also provided that extension shall be one year at a time and does not extend beyond the age of 57 years (G.O. No.E.6532-33/Edn.7-45-40 dated 8-3-1947).	To grant extension of service beyond the age of superannuation to the officers of this Department whose pay or the maximum pay of the appointment is Rs.200/- and below, provided that extension shall be in deserving cases and by one year at a time and does not extend beyond the age of 57 years.
<u>Buildings</u>:-	
To sanction grants not exceeding Rs.1,500/- in each case towards the objects defined in para 1, Chapter VI of the Educational Manual, Vol.VII other than repairs.	To sanction at his discretion grants to the extent of the moiety of the cost of the buildings not exceeding Rs.15,000/ in any case whatever may be the cost of the building. To renew the currency of the sanctioned grants up to five years the period of currency being limited to one year at a time in each case.
<u>Primary School buildings</u>:-	
Sanction of grants not exceeding Rs.1,500/- in each case for the construction of Primary School buildings undertaken by the people.	Sanction of grants not exceeding Rs.2,500/- in each case for the construction of primary School buildings undertaken by the people. Disposal by public auction the old dilapidated buildings of Primary schools through the Public Works Department.

Acceptance of gifts of buildings and playgrounds etc. of the value of Rs.1,000/- and below for school purposes.	Acceptance of gifts of buildings, playgrounds and sites of any value for school purposes.
N.B.- The Public Works Department should invariably be consulted before the acceptance of gifts of buildings for school purposes.	N.B.- The Public Works Department would invariably be consulted before the acceptance of gifts of buildings.
	Sanction the construction of new buildings (including additions and alterations to the existing buildings) out of the lumpsum grant provided in the budget under "26 Edn.11 A. Buildings each year for fresh and unforeseen works.
Improvement and Development:	
Opening of new schools:- Sanction the opening of new Primary Schools out of the provision sanctioned by Government.	Sanction the opening of new primary and middle schools out of the provision sanctioned by Government.
Grants:- Sanction recurring grants within the budget provision and in accordance of the provisions of the grant-in-aid code in the case of all except High Schools.	Sanction recurring and Non-recurring grants and also enhancement of grants within the budget provision and in accordance with the provisions of the Grant-in-aid code in the case of all institutions.
Miscellaneous:-	
Alter dates of birth of Officers holding appointments on a pay not exceeding Rs.150/-.	Permit alteration of dates of birth of all non-gazetted officers.
	Splitting of the sanctioned part-time allowance into two, in case of necessity in middle schools.
	In cases of theft, order the writing off of the cash lost from the accounts of schools or offices when the cash lost does not exceed Rs.10/- in each case.
	To open the new examination centres for the S.S.L.C., Middle School and Upper Primary Examinations.
	To sanction fresh rents or enhancement of existing rent to Primary Schools and offices of the Inspectors or Inspectresses of schools out of the Elementary Education Fund of the District concerned.
	To sanction goshe carts and conductresses to Urdu Girls' Schools in the State.
	To sanction grants towards the expenses of various educational conferences and meetings, etc. to be held in the Mysore State and Outside (Maximum grant to be sanctioned being not more than Rs.500/- in each case).
	To hold physical education course for High and Middle School teachers at the Y.M.C.A., Bangalore during Summer vacation every year at a cost not exceeding Rs.20,000/- per annum.

Sanction refund of medical Inspection fees collected in primary schools.

Sanction refund of medical fees collected in Primary, Middle and High Schools for boys and girls.

Authorise payment of Travelling allowance claims for March and previous months till the end of next official year.

- - - -

To appoint the required number of medical Inspectors (more than one) in the areas where the number of students to undergo medical inspection is more provided the expenditure towards the payment of remuneration does not exceed the medical fee income.

To permit introduction of the scheme of medical inspection in all grades of schools which are willing to come under the scheme provided the expenditure does not exceed the medical fee income.

To appoint ~~pka~~ private Medical Practitioners men or women on the selection and recommendation of the Chief Medical Inspector of Schools to work as Medical Inspectors wherever necessary.

Sports and Reading Room Funds.

Permit the utilisation from the balances under the Reading Room Funds of High and Middle Schools required for the purchase of furniture for the library and Reading Room not exceeding 25% of the balance of those schools.

Permit the utilisation from the balances under the Reading Room funds of High and Middle Schools required for the purchase of furniture for the library and Reading Room not exceeding 50% of the balance of these schools.

Subvention Encouragement to authors.

Sanction payment of remuneration within the allotment for work in connection with the publication of Departmental books, provided the amount of remuneration payable in each case does not exceed Rs.100/-.

To sanction grants not exceeding Rs.250/- in any individual case by way of purchasing books or journals to the extent of subvention sanctioned or to sanction grant over-right without purchasing the books or journals as may be deemed necessary.

Sanction remuneration to the editors of the following text books at the rates noted against them.

Sanction grants not exceeding Rs.500/- in any ~~maxim~~ individual case for editing any Departmental text book to the Editor and Rs.125/- to the Chairman.

Remuneration Scrutineer to Editors.

	Rs.
S.S.L.C. Kannada text.	150/-
M.S. Kannada Text	150/-
S.S.L.C. Sanskrit text	180/-
M.S. Sanskrit text	150/-
High School I year class Kannada Poetical selections.	100/-
do II year	100/-

25% of that which is paid to the Editors of the Corresponding text.

	To permit free of cost at his discretion the supply of departmental publications such as text books, Educational and Accounts Manuals, etc., to Institutions and Officers outside Mysore State.
Sanction grants not exceeding Rs.500/- in case of High Schools for the purchase of books, laboratory and other appliances	1. To sanction grants not exceeding Rs.1,000/- in the case of High Schools for the purchase of books, Laboratory and other appliances. 2. To order the renewal of the non-recurring grants sanctioned to the Municipal High Schools which remain unutilised.

ADDITIONAL POWERS TO THE DISTRICT EDUCATIONAL OFFICERS.

I. Appointments, confirmations, etc.	
Order interim arrangements in the vacancies of graduate teachers and fill upaccording to the rules of recruitment the vacancies of graduate g training substitutes.	Order interim arrangements in all the vacancies not under their power of disposal, pending appointments to be ordered by the Director of Public Instruction in compliance with the rules of recruitment and fill up according to the rules of recruitment the vacancies of graduate training substitutes.
II. Leave.	
Grant of leave to all Officers on a pay not exceeding Rs.100/- and make acting or temporary arrangements.	1. Grant all kinds of leave admissible under the Mysore Service Regulations to non-gazetted officers and make temporary or acting arrangements provided the period for which such arrangements are made in respect of officers in grade Rs.130-10-200 does not exceed three months. 2. Appoint Head Clerks of their offices to act as Office Assistants in the vacancies for short periods not exceeding a month at a time.
III. Transfers:- Transfer officers whose pay does not exceed Rs.80/-.	Transfer all non-gazetted officers within their district (transfers outside the District will be ordered in mutual consultation with the District Educational Officers concerned.)
IV. Increments.	
Sanction increments of officers whose pay does not exceed Rs.100/-.	Sanction increments of all non-gazetted officers under them.
	Additional.
	1. Sanction purchase of books, furniture, etc., and repairs to furniture

furniture and appliances within the sanctioned amounts.

2. Transfer of House Rent from one Middle School to another either in whole or part up to a limit of Rs.25/- per mensem.

3. Transfer of contingent grant from one school to another up to Rs.5/-.

(Transfers to be made only between schools of the same kind and also not retrospectively).

4. To grant permission in regard to the celebration of functions like "School Day", etc., in special circumstances after the Christmas holidays.

5. To condone shortage in strength during any month or months of the school year in respect of any hostel.

6. To condone delay in regard to claims relating to the grants of aided institutions pertaining to a period of three years.

Primary School Buildings:-	
Countersigning plans and estimates pertaining to the improvements to the existing buildings of primary schools.	To countersign ~~and~~ plans and estimates of improvement works, the cost of which does not exceed Rs.1,000/- in each case.
Grants.	
To sanction grant-in-aid for furniture and equipment up to Rs. 50/- in each case to the schools under their control out of the sums placed at their disposal.	To sanction grant-in-aid for furniture and equipment not exceeding Rs.200/- in each case to the schools under their control out of the sums placed at their disposal.
Advances and allowances.	
To sanction A.S.P.F. advance of sums not exceeding Rs.100/- to Aided School teachers out of their Aided School Provident Fund.	To sanction A.S.P.F. advances of amounts not exceeding Rs.300/- to Aided School teachers under their control out of their Aided School Provident Funds. To forward applications for S.P.F. advance or final withdrawal from non-gazetted officers to the Comptroller direct.

M. A. Wahab

for DIRECTOR OF PUBLIC INSTRUCTION.

HB 24/3

lumpsum provision is not required for the purpose now in view of the general revision of scales.

8. Lumpsum grant to post-war Schemes:- [illegible]	5,00,000			
(i) Scheme for Basic Edn.		9,675-2-0		
(ii) Conversion of 25 New Type Middle Schools into pucca Mid. Schools.		92,317-0-0		Proposal submitted to Government.
(iii) Introduction of compulsory Military Training for boys in schools. Schemes of training of school teachers at Military Training Centres during April 1948.		15,200		do
(iv) Starting of a Central wood-work shop at Yesvantapur for manufacturing school furniture.		3,13,140		do
Total.	5,00,000	4,86,931-2-0	13,068-14-0	This amount has not yet been utilised since Govt. Orders sanctioning Basic Education has not been received as yet. This balance is likely to be utilised on receipt of Government Orders.
(b) Adult Education.	5,00,000/-	2,00,000/-	3,00,000/-	This amount has not yet been utilised since Government Order sanctioning the ~~proposals~~ budget proposals have not yet been received and the same will be utilised in full as soon as Orders of Government are received.

N.J.P/17-3.

for Director of Public Instruction.

24/4

UTILISATION OF ALLOTMENTS & LUMPSUM GRANTS SANCTIONED FOR THE YEAR 1947-48.

Sl. No.	Particulars.	Provision sanctioned.	Provision Utilised.	Amount likely to lapse.	Reasons for lapse.
		Rs.	Rs.	Rs.	
1.	Additional graduate teachers in High Schools during 1947-48.	20,000	10,800	9,200	Only 15 additional teachers were required this year.
2.	Mid-day lunch grants for High Schools during 47-48.	10,000			This amount was distributed among the Districts and the amounts likely to lapse is not yet known.
3.	Grants to other Nursery Schools (page 379 - Budget).			5,000	This is not utilised as there is a separate provision of Rs.2,000
4.	Lumpsum provision for sanctioning grants in connection with the opening of Municipal High Schools during 1947-48.	50,000	41,000	9,000	The amount utilised depends upon the No. of new Municipal High Schools opened during the year. During the current year the number of Municipal High Schools opened is 12. The maximum of the amount that would be utilised during the current year in re. to recurring and non-recurring grants in respect of these 12 new schools will be Rs.39,000. In addition to this a sum of Rs.2,000/- is likely to be utilised for payments of additional recurring and non-recurring grants to the Municipal High Schools Chitaldrug in which an additional section in the I year class has been opened during this year. Thus a balance of of Rs.9,000 out of this provision is likely to lapse during the current year as there is no question of opening any more high schools during the year.
	~~[illegible] Schools.~~				
5.	Maintenance grants to the ~~pr~~ Private High Schools recognised temporarily.	25,000	20,000	5,000	The number of temporarily recognised High Schools is 19. The maximum of the amount that would be required for payment of grant to these schools is Rs.20,000. As no maintenance grant is likely to be paid during the current year to any more such schools, the balance of Rs.5,000 out of this provision is likely to lapse.
6.	Additional peons for Middle Schools.	12,000	8.572	2,053	Besides Rs.8,572 utilised for the purpose, a sum of Rs.1,395 is proposed to be appropriated for meeting the extra cost in connection with the conversion of the New Type Middle School, Bada, Davanagere Taluk. Since the actual cost for sanctioning additional peons is only Rs.8,572 there is a saving in the lumpsum provision.
7.	Conversion of scales of pay of the peons.	16,300		14,098	A sum of Rs.2,202 has been proposed to be utilised for taking over the Meth.

D.O. letter No.G2.625-176/47-8 dated 17th March 1948 fro
Raj Chetty, B.A., B.L., Dip.Edn., Director of Public Instruc
Bangalore to ~~xxx~~ A.C.Nirvane Gowda, Esq., B.A., Secretary to
Education Department, Bangalore.

With reference to your letter No.D.O.E.7085 dated 8-3-19
me to examine in detail the allotments made under several he
budget of this Department and to see that the grants sanctic
utilised for the purposes they are made before the close of
further to furnish a statement showing the amounts which are
with reasons, I write to state that most of the grants sanct
current year are utilised fully for the purposes for which t
sanctioned. Many of the lumpsum grants have been distribute
districts with specific instructions for their utilisation i
close of the year, and it is likely that they will be utilis
Despite the above it is found that some of the sanctioned gr
operated upon in full before the close of the current year f
recorded in the enclosed statement furnishing the details of
likely to lapse during the ~~xxxx~~ current year.

COPY

FOR

Ah.

A draft note is attached.

Sd/-
Dy. Sec.
4.4.

Complaints of delay in the disposal of papers referred to Government have become frequent now-a-days. A number of causes have contributed for this state of affairs. So far as the administrative charges of the Fin. Deptt are concerned the Comptroller has already brought to the notice that his Department has been working under an acute shortage of hands. The same reason holds good in the case of many other Departments. In addition to shortage of hands, the right of men do not seem to be forthcoming to fill up vacancies in the clerical cadre with the result that it has not been found possible to have a proper disposal of papers. Now that the scales of pay of all the Departments of Government in the non-gazetted services have been increased it is hoped that there would be greater response of candidates. The Co has already submitted to Government a d report regarding the existing system o ment and promotions to the Audit and Departments and this is separately ur consideration of Government.

It is also necessary that all to public service in the various Dep Government should be given proper tr they are entrusted with any work. all the more so in the case o General and Revenue Secretariat. bu by practical experience that most o recruits who are drafted directly a finish their college career are un system of working in the Governmen and when owing to paucity of hands

~~draftedxdirectiyx~~ suddently entrusted with papers
hey are unable to cope with the work.~~andxmay~~ In
lden days it was usual in the Secretariat to put
very clerk, even graduates and double graduates,
or second division work such as File Registering,
iarising, Recording, etc., This would enable them
o get an insight into the system of working. It is
nly gradually after they pass the Office Manual
xamination that they used to be entrusted with case-
orking. It is high time that this system is resorted
o in future also. In any case it is necessary that
here should be some means of giving the necessary
oaching to these raw recruits before they are drafted
or regular work.

In addition to this there should be a leave
eserve sufficient to fill up leave vacancies of a
airly long duration.

There should be a periodical checking by the
terial Head of the Office in each section to see
apers do not get stuck up with any of the case
c. When an official is absent, the Superin-
e of the Section should see that urgent work,
as properly attended to by the other officials
at no papers are unnecessarily kept or delayed f
g period. The Office Manual provides for such
but unfortunately this is not ~~to be~~ in practice.
ries should be properly maintained and should
cked up each week by the ministerial head of the
. There should also be periodical meetings with
ads of Departments as contemplated in para 686 of
anual of General Circulars and Standing Orders.
ad of the Department should forward to Government
month (before the first week of the following
a statement showing papers of his Department
g with Government and ~~similairly~~ similarly eac

branch of the Secretariat should prepare a statement relating to each Head of the Department and get it verified. At the time of monthly meetings these lists should be reviewed to see why there has been delay, if any, in the disposal of cases. It is also necessary that the number of references made to Government by the several Heads of Departments should be greatly reduced by further decentralisation of powers. This is quite necessary as the volume of work in the Central Administration has very much increased nowadays. As an example it may be stated that ~~when the~~ Eligibility List for promotion of Superintendents of the Comptroller's Office in the grade of Assistant Comptrollers is maintained, and a copy is forwarded to ~~Government~~, whenever a vacancy occurs - say by the taking of leave by a Gazetted Officer - the Comptroller is to make a reference to Government recommending the promotion of the next official in the Eligibility List and till orders of Government are passed, he cannot appoint an officer. In cases where the ~~permanent officer~~ officer has to go suddenly on leave the place may remain unfilled till sanction of Government is obtained. It generally takes some time to reply and the Comptroller ~~might~~ may as well be delegated with the power of appointing the next officer in the Eligibility List temporarily pending formal sanction of Government. This would ~~be~~ conduce to the efficient administration of the office while not taking in any way the powers vested in Government.

From my own personal experience it is found that ~~in~~ a number of cases are referred to ~~in~~ the Finance Department quite unnecessarily. If the rules regarding consultation of the Finance Department are properly observed, the number of papers that are at present referred to the Finance Department might perhaps be safely reduced by at least 1/3.

3651
FL

Similarly it is necessary to see that only such cases that require communication through the Finance Department are sent to this office. Instead it is found that ~~most~~ many ~~of the~~ ~~cases~~ orders that are issued by Government are being sent or communicated to the Comptroller through the Finance Department though it is quite superfluous and unnecessary in view of the fact that no financial commitments are involved in such cases.

905
23.4.

Ch. Secy (or) Special Officer (Efficiency Audit)

If approved, this note may also be sent in continuation to the Spl. Officer for Efficiency Audit.
Chief Secy
23/4/48

Yes
23/4/48

OFFICE OF THE SPECIAL OFFICER
FOR EFFICIENCY AUDIT,
BANGALORE.
3/5 E.A. 15-14/47-48

Mr. A. S. KHALEEL, B.A.,B.L.,
Secretary to Government,
Food and Civil Supplies Department.

GENERAL AND REVENUE SECRETARIAT,

Dated, Bangalore, 29th April, 1948

D.O. No. SD. 8868 /

E.A. 15-15/47-48

93/CB

WP 29/4

Dear Mr. Vedavyasacharya,

Proceedings of the Meeting of Secretaries to Government and Heads of Departments held on the 8th March, 1948.

With reference to your D.O. letter No.7078-7115 C.B., dated the 31st March 1948, forwarding a copy of the proceedings of the meeting of the Secretaries to Government and Heads of Departments held on 8th ultimo and calling for concrete proposals for implementing the objects of the meeting in respect of the Food Department, I am desired to invite your reference to letter No.Cl.5756/47-48, dated, 3-4-48 addressed to you by the Director of Food Supplies on the above subject and to state that I agree with his opinion expressed therein.

Yours Sincerely
A. S. Khaleel

V. Vedavyasacharya, Esq, B.A.,
Chief Secretary to the Government of Mysore,
BANGALORE.

CONFIDENTIAL

PROCEEDINGS OF THE MEETING OF SECRETARIES TO GOVERNMENT AND HEADS OF DEPARTMENTS HELD ON 8TH MARCH 1948 AT 11-00 A.M., AT THE COUNCIL CHAMBERS, OLD PUBLIC OFFICES, BANGALORE.

PRESENT.

Shri K. Chengalaraya Reddy, Chief Minister Dewan-in-charge. (*Presiding*).

Shris—

1 V. Vedavyasacharya, Chief Secretary.
2 M. Shamanna, Financial Secretary.
3 C. E. Noronha, Development Secretary.
4 Mahomed Ismail Sheriff, General Secretary.
5 S. Kanakaratnaraj, Law Secretary.
6 A. C. Nirvani Gowda, Education Secretary.
7 A. S. Khaleel, Food and Civil Supplies Secretary.
8 B. S. Narasinga Rao, Public Works Secretary.
9 Syed Abdul Aleem, Revenue Secretary.
10 S. Narayan Rao, Revenue Commissioner.
11 B. S. Raghavendra Rao, Commissioner for Economic Development and Planning.
12 M. Narasimhaiya, Chief Engineer for Irrigation.
13 N. V. Bapat, Chief Engineer for Roads and Buildings.
14 M. Navaneetham Naidu, Excise Commissioner.
15 K. Guru Dutt, Director of Food Supplies.
16 K. Subba Rao, Commissioner of Income-tax.
17 V. V. Monteiro, Senior Surgeon.
18 P. M. Narayanaswami Naidu, Superintendent, Veterinary and Animal Husbandry Services.
19 R. Ramakrishna, General Manager, Mysore State Railway.
20 V. T. Sreenivasan, Comptroller to Government.
21 P. Parthasarathi, Director of Public Health.
22 B. G. Appadorai Mudaliar, Director of Industries and Commerce.
23 M. C. Albuquerque, Chief Medical Officer.
24 R. Kasturiraj Chetty, Director of Public Instruction.
25 B. Rama Rao, Director of Geology.
26 B. Narayan Das, Chief Electrical Engineer-in-charge.
27 B. Krishnaswamy Chetty, Superintendent, Government Printing.
28 H. Hombe Gowda, Public Service Commissioner.
29 D. L. Sathe, Chief Conservator of Forests.
30 K. H. Srinivasan, Director of Agriculture.
31 U. K. Somappa, Senior Deputy Inspector-General of Police.
32 Abdul Khader, Additional Director of Food Supplies.
33 K. Nanjappa, Superintendent of Government Gardens.
34 G. V. Rajaratnam, Publicity Officer.
35 B. Suryanarayana Rao, Deputy Registrar, Co-operative Societies.
36 T. Rangaswami, Special Officer, Rural Development.

Measures for expediting disposal of Government business.—In the course of his introductory remarks, the Chief Minister observed that delays were noticed in the disposal of Government business, and that it was necessary to know why these delays occurred and to consider what measures should be taken to obviate the delays and to expedite disposal of business.

Business in Departments and offices arose mainly :—

(*a*) from petitions, applications or requests of parties to officers of Government and to the Ministers of Council ;

(*b*) from references made by Heads of Departments in the normal course of administration in each Department ; and

(*c*) from references made by other Administrations or Governments regarding matters of common concern.

Prima facie, it appeared to him that delays were in most cases due to the enormous increase in the volume of work and direct references to Government in matters which are within the competence of subordinate authorities, the centralisation of powers with Government and Heads of Departments—in respect of matters which may well be left to the discretion and powers of sanction of suitable subordinate authorities, the lack of method by officers in sorting out what is important and what is routine and in intelligently bringing matters to a satisfactory disposal by giving personal attention to cases which may be complicated or which may present some difficulty, and want of co-ordination between officers of different departments, in dealing with questions which may concern more than one department.

Referring in particular to the existing procedure for the disposal of petitions received by the Ministers during their tours, the Chief Minister suggested whether a more expeditious method of disposal of such petitions may not be evolved for adoption in future. Such petitions were being now sent to the local officers through the Secretariat and the Heads of Departments. The Chief Minister suggested that petitions, which admitted of disposal on the spot, might perhaps be referred then and there to the local officers and abstracts of such petitions indicating the manner of disposal, might be reported by them to the Heads of Departments and the Government for information and record.

The Chief Minister then suggested to the Heads of Departments that they should immediately take stock of the progress made in utilising grants sanctioned in the budget and speed up measures for fully utilising the balances of allotment before the close of the official year. After these introductory remarks, the Chief Minister invited a general discussion on the subject and suggestions from the officers present.

Shri B. G. Appadorai Mudaliar, Director of Industries and Commerce, referred to the delay in the Secretariat in the disposal of cases and suggested that several matters of doubt could be usefully cleared up on the telephone—or in a personal discussion between the Secretary to Government and the Head of the Department concerned. It was also necessary that while sanctioning a scheme, the Government should sanction, at the same time, the staff necessary to work the scheme. The Director suggested that periodical meetings may be held once a month with each Head of a Department to enable decisions being taken on important matters involving policy or dealing with development schemes.

The Comptroller intervened and said that para 686 of the Manual of General Circulars and Standing Orders provided for such periodical meetings, but the Comptroller had not attended any such meeting for the past 7 years although the Audit Department came into contact with every other Department. The Chief Secretary observed that periodical meetings every month were held in the past, and that it had apparently gone out of use, as Heads of Departments were bringing up for consideration at such meetings questions of a personal character and not matters of general policy.

The Comptroller did not know whether there was a practice of important letters written by Heads of Departments being submitted to the Ministers in charge. The Chief Secretary said that if the letter concerned a matter of outstanding importance the letter or copy of it would be placed immediately before the Minister or Ministers concerned by the Secretary to Government in the Department.

The Comptroller urged that more powers should be delegated to Heads of Departments for disposal of routine work so as to avoid references to Government. The Audit Department came into daily contact with every other Department and had to work almost exactly on the lines of banking institutions. The Department was working however with an acute shortage of hands to do the original work. The bulk of the original work in the Department had to be done by clerks; and in the circumstances there was delay in disposal and accumulation of arrears for some years past.

Mr. B. S. Raghavendra Rao said that last year when the Budget was framed each Minister went through the development scheme relating to the Department with the Head of the Department and the allotments were fixed only after such discussion. As regards schemes that had not yet been sanctioned, the allotment was fixed on the basis of what schemes were likely to be sanctioned. In the past, 80 per cent of the petitions received by the Dewan and Ministers while on tour were then and there analysed with the assistance of the local officers and disposed

of. The remaining petitions were abstracted and placed before the Education Secretary who would decide which of the petitions must be registered and with regard to which endorsements should be given and which of them should be included in a book maintained by the Deputy Commissioners of Districts. The Education Secretary kept watch over the disposal of these petitions and called for periodical reports. Mr. Raghavendra Rao said that a list of subjects pending with the Government was maintained by the Departmental Heads and that the list was reviewed at monthly meetings. He suggested more frequent inspections of subordinate offices and the reviewing of the action taken on notes of previous inspections.

The Chief Secretary observed that from the past experience, it was found desirable that there should be a proper selection of subjects for monthly meetings. Instead of bringing up questions relating to policy or general schemes at such monthly meetings, opportunity used to be taken to urge questions of a personal character, such as the grant of personal allowances, the revision of the grade pay of an appointment, etc. All such questions of personal or local interest should be eliminated from the agenda, if the monthly meetings were to be really effective and useful.

Mr. B. S. Raghavendra Rao pointed out that the office and Departmental Manuals were not up-to-date and that most of the officers and staff did not know how to dispose of papers with the result that even persons who had acted for many years did not know what was expected of them and much business that could be disposed of was not done on account of want of training. He, therefore, suggested a training class for officials for training them in departmental work. Formerly there used to be a Clerkship Examination. He suggested that each Department should give six months' training, half an hour or so a day to train up officials—by officials he included officers too, as some of them did not know the procedure—in this direction. The Heads of Departments should be made responsible for this work.

The Chief Secretary stated that so far as the Secretariat was concerned there was an arrangement for conducting certain classes in the evening with some experienced Superintendents and Assistant Secretaries on the staff who gave practical lessons as to how to deal with files, etc., even to those who might have passed Office Manual Examination. In other offices, the Personal Assistants and the Managers should similarly train up the raw officials. Fifteen minutes or half an hour spent in this direction a few days in the week would be definitely worthwhile and make for improvement in the disposal of Government work. The revision of the Manuals, he agreed, was quite necessary. Giving practical lessons about the manner in which the files should be dealt with would be even more beneficial.

Mr. Kasturiraj Chetty, Director of Public Instruction, suggested that it would be in the best interests of work if a leave reserve—say 12½ per cent—could be allowed in the case of offices with a large clerical staff. The Comptroller said that such an arrangement was prevailing in Indian Provinces and supported the suggestion. The Chief Engineer for Irrigation stated that this had special reference to the Malnad districts where it would be impossible to get on with work if there was not 25 per cent leave reserves. He referred to the need for the delegation of certain powers to officers of each unit and added that the Public Works Sub-Division Officers would be able to deal with the matters quickly and efficiently, given certain additional establishment.

The Chief Engineer also suggested that after due delegation of powers, subordinate officers and Heads of Departments should be pulled up if they do not exercise them and look up to Govenment in matters which are within their competence and wherein they have to take responsibility. It was necessary therefore that the requirements of establishments should be re-assessed from this view-point and the staff strengthened where required. His own offices at present were not sufficiently manned to deal with the enormous amount of work that was coming in, particularly for the last four years.

The Director of Agriculture said that it was very difficult to find suitable staff for the clerical establishment. For instance, he said, on account of the paucity of C. R. B. candidates, 25 per cent of the local candidates were appointed tentatively and had to vacate when C. R. B. candidates came forward. Candidates, who were employed temporarily, had no incentive to work and that was a handicap. He thought that a certain amount of discretion had to be left with the Head of

the Department in the matter of appointments where a large number of temporary hands were being entertained or the Public Service Commissioner would have to be advised to see that the number of candidates to each Unit was increased.

The Public Service Commissioner said that as far as the Technical staff was concerned, it was not correct to say that they were appointed tentatively. He admitted, however, that there was some dearth so far as the clerical staff was concerned.

The Chief Minister said at this stage that, in the light of the discussions, Heads of Departments should formulate and send up proposals for decentralisation at a very early date. He added that another meeting would be held when the other Ministers also would be present to consider the proposals. He stressed the need for periodical meetings of the District Officers also taking place regularly, as contemplated in the Manual of Circulars and Standing Orders.

The Chief Minister then said that there was a complaint that there was delay in the disposal of business because papers were being held up in the Finance Department. The Financial Secretary said that no paper was held up in his Department for more than a week. He further stated that at present the Government was facing very bleak times. The introduction of prohibition, the implementation of the revision of scales of pay to non-gazetted staff and the continuance of schemes on account of post-war development would be a drain on the State Exchequer to something like five crores of rupees. Although the Government had resources, it was difficult to realise all those without disturbing the equilibrium. He, therefore, requested the Heads of Departments, especially those in charge of development departments, to carefully analyse as to what shemes could wait, what schemes had better be given up and what schemes should be pushed through. Such analysis was obviously essential as finance was the backbone of all schemes. He requested them to assist the Finance Department to maintain the equilibrium without at the same time halting the progress of the country.

The Chief Minister observed that there should be no halting in the consideration and execution of schemes for which budget provision had been made in the current year.

Mr. Raghavendra Rao said that there was a rule that proposals which *prima facie* were not covered by the rules should as far as possible not be sent up to Government. But unfortunately the number of such proposals not covered by the rules was increasing with the result that the Finance Department had perforce to point out how the proposal was outside the rules.

Mr. Mahomed Ismail Sheriff, General Secretary, said that some sort of basic change was called for and he suggested the engagement of a large number of steno-typists and typists who could work in the Sections, with the Assistant Secretaries and Secretaries to Government. The Typing Section might be abolished as it involved delay in typing work. The Comptroller enquired whether this aspect of the matter was not examined by the Officer who had been placed on special duty recently to examine the work in the several branches of the Secretariat. The Chief Secretary said that the abolition of the Typing Section was one of his recommendations and that the suggestion was under consideration.

The Chief Minister said that according to the new set-up all papers that were marked to the Dewan should be marked invariably to the Chief Minister as well, after they are passed by the Minister concerned. Some Secretaries were following this procedure while others were not. The Chief Secretary said that a Circular letter had been since issued for the guidance of the Secretaries.

Referring to Council cases, the Chief Minister said that the opinion of the Minister concerned and the Chief Minister and the Dewan should be specifically indicated in the Circulation Note. The Circulation Note should be exhaustive and mention all relevant facts and points of law or Standing Orders to enable the Ministers to form an opinion and arrive at a decision. After His Highness's orders are received, the file is circulated among the Ministers normally, after the issue of orders. Between the point of time when His Highness's orders are received and that when it is circulated to the Ministers after action is taken, there is often a time lag. This should not happen.

The Chief Minister continued that in a democratic system of Government, we had to make the public know as to what is happening at various stages, *viz.*, information stage, initiation stage, transitional stage and then the final stage.

After final orders are received full and exhaustive press notes giving the public enough information should be issued, through the Publicity Officer in respect of large schemes, programmes or questions of policy. It is not possible to work many schemes successfully without the co-operation of the public.

The Chief Minister said that he was thinking of changing the whole procedure regarding disposal of petitions. Endorsements were being given to all the petitioners, but there were complaints that no endorsements were received. He thought that a change in the form of endorsement was also necessary. There was a feeling that formal replies were being sent and that the tone of the endorsements may be usefully modified so that they may be more acceptable and pleasing. He suggested that the various forms of endorsements may be examined and modified where necessary. The Chief Minister concluded by saying that there would be another meeting some time later in the month when steps would be taken to consider and finalise proposals in this matter, and suggested that copies of the proceedings of this meeting might be sent in the meantime to the members, marked confidential, for enabling them to formulate their proposals well in time.

The meeting terminated at 12-45 P.M.

Confidential Branch,
G. R. S.

4509
C. B.

Submitted

As the subject matter of this receipt has been ordered to be dealt with in the Efficiency Audit Branch, this may be transferred to that Branch.

Spl. Officer
E.A. w/c

1.5.48.

3/5/48

3/5

(E.A. 15-16 w/w S)

OFFICE OF THE SPECIAL OFFICER
FOR EFFICIENCY AUDIT,
BANGALORE.

3/5

Mr. H. Hombe Gowda, B.Sc., LL.B.,
~~Mr. B.S. Puttaswamy, B.A., B.L.,~~
Public Service Commissioner.

"UNITED INDIA" BUILDING,

E.A 15-16/1948 Dated, Bangalore City, 29 April 1948.

Confidential

D.O. No: 6628/47-8 PSC.

CONFIDENTIAL BRANCH, G. A. D.
No. 4509
Date 3/5/48.

Dear Sir,

With reference to your D.O. letter No. 7078-7115/C.B. dated 31st March 1948, I am forwarding herewith a note on measures for expediting disposal of Government business relating to the Public Services Rules as desired by you.

CB
30.4.48

Yours sincerely,
H. Hombe Gowda

V. Vedavyasacharya, Esq., B.A.,
Chief Secretary to Government of Mysore,
Bangalore.

Enc: A note (of 6 sheets) and an Endorsement form.

A note on measures for expediting disposal of Government business relating to the Public Services Rules.

The following are some of the items which may be taken into consideration for formulating measures for avoiding delays and expediting disposal of business in departments and offices:-

1. Delegation of decentralisation of powers.
2. Simplification of work.
3. Reduction of the number of intermediate stages of disposal eliminating over-lapping of duties.
4. Adequate staff (including leave reservists).
5. Provision for giving necessary training to recruits.
6. Introduction of labour saving machines.
7. Improvement of the scales of pay.
8. Maintenance of up-to-date references - Office Manual, Standing and Important Orders, rules and regulations, etc.
9. Periodical inspection of offices.

I. Delegation of power.

I) So far as the working of the Rules of recruitment is concerned, all applications, petitions and references from unit officers pertaining to recruitment are finally disposed of by the Public Service Commissioner without reference to Government, except those falling under Rules 9 and 23 of the Revised Rules of recruitment. The following matters are reported to Government for orders:-

(a) Appointments in contravention of Rules.

(b) Exemptions from the operation of rules regarding the age-limit, educational and departmental qualifications, and domicile.

(c) References regarding change of policy and method of recruitment.

2. The Public Service Commissioner is permitted to consider applications of Backward Community candidates who are not more than 30 years of age for enlistment in the approved lists and for advertised vacancies (vide G.O.No. 5996/R.&.P.S. 44-47-2 dated 13th February 1948).

3. In respect of technical appointments for which specific qualification has not been prescribed, the Public Service Commissioner may lower the minimum qualification in consultation with unit officers (vide G.O.No. 6534-6633/CRB 27-36-2 dated 8th April 1937).

4. The minimum qualification in regard to the

1. Teachers in Primary Schools
2. Teachers in Middle Schools
3. Gollars
4. Dafterbands
5. Mutsaddis
6. Bill Collectors in the Municipalities
7. Manegars or Nala Manegars

marginally noted non-technical appointments may be lowered by the Public Service Commissioner in consultation with unit officers, (vide G.O.No.8229-8308/R.&.P.S. 68-45-5 dated 12th May 1947).

5. S.S.L.C's and S.S.L.C. Course candidates belonging to Backward Communities may be appointed in special vacancies in class I and II respectively as an interim measure pending availability of qualified Backward Community candidates(vide G.O.No.2267-2366/CRB 7-35-1- dated 12th October 1935 and G.O.No.E.6686-7/R.&.P.S. 51-45-2 dated 1st May 1946).

6. M.S. Course Backward Community candidates may be temporarily appointed in special vacancies of teachers in Primary Schools, (vide G.O.No.E.74-75/R.&.P.S. 59-46-2 dated 3rd July 1947).

7. Over-aged aided school teachers may be assigned to the approved lists of candidates for appointment as

teachers in Primary Schools, provided they were within the age-limit at the time of their appointment in Aided Schools, (vide G.O.No.E.8483-84/R.&.P.S. 58-47-2 dated 16th April 1948).

Owing to the dearth of qualified candidates, particularly of Backward Communities, and for meeting the demand of unit officers for candidates without delay I submitted proposals to Government for delegating the additional powers to the Public Service Commissioner as noted hereunder:-

1. Power to exempt candidates from possessing the knowledge of kannada for purpose of assignment, subject to the condition that they should learn to read and write kannada within the period of probation, (vide this office letter No.3682/47-48/PSC dated 22nd December 1947 to to the Secretary to Government, Education Department).

2. Power to lower the minimum qualification in respect of the marginally noted non-technical appointments

1. Mutchis
2. Book Binders
3. Attenders
4. Maistries, etc.

also in consultation with unit officers, (vide this office letter No. 3433/47-48 PSC dated 10th December 1947 to the Secretary to Government, Education Department). But Government were not in favour of sanctioning these proposals, (vide their Orders No.E.5951/R.&.P.S. 36-47-4 dated 10th February 1948).

3. The dearth of qualified candidates, particularly of Backward Communities, still continues. It has been found difficult to satisfy even 50% of the minimum requirements of unit officers for candidates of Backward Communities in some cases and less than 50% in other cases. Evidently the deficiency in numbers has to be made good by

appointing over-aged, non-kannada and non-Mysorean qualified or lesser qualified candidates in order to maintain the communal ratio. To meet the demand of unit officers for candidates as quickly as possible, the Public Service Commissioner should be given more discretionary powers. The powers already delegated to him have gone a long way in easing the situation without delay. Otherwise individual cases of relaxation of rules which are increasing on account of the shortage of hands should have been submitted to Government for orders which would have obviously involved not only correspondence but also delay and the resultant dislocation of work and accumulation of arrears before candidates were supplied. In the interests of work in unit offices it is desirable that the Public Service Commissioner is given more powers within the frame-work of rules. The Public Service Commissioner may, in addition to items 1 and 2 supra, be empowered to consider applications of candidates who are not more than 30 years of age in the case of Brahmins and 33 years of age in the case of non-Brahmins, cases of candidates whose age is above these limits being as before submitted to Government for orders.

4. The Public Service Commissioner may also be authorised to appoint qualified Brahmin candidates in special vacancies purely on an interim basis for a period not exceeding six months, provided such interim appointments are warranted by circumstances under which Backward Community candidates are not readily available. If they are continued beyond six months the sanction of Government shall be obtained in the matter.

5. The Public Service Commissioner may be permitted to appoint qualified non-Mysorean candidates,

especially of Backward Communities temporarily in exceptional cases, subject to ratification by Government later on.

These powers will be exercised only in the event of non-availability or scarcity of qualified candidates within the age-limit.

6. Expeditious disposal of vacancies as per rules.

According to rules, vacancies should be reported to the Public Service Commissioner in the prescribed Statement "A" for advertisement within 15 days of occurrence. "B" statements of appointment made in advertised vacancies should be forwarded within a specified time. As regards approved lists, the unit officers should furnish to the Public Service Commissioner forecast of vacancies annually. The Public Service Commissioner issues the approved lists on the basis of such forecasts. "D" statements of appointments made from the approved lists should be reported promptly. Temporary or interim arrangements may be made for a maximum period of three months either pending availability of candidates after advertisement and in the approved lists or on account of very short duration of vacancies such as leave vacancies. But experience has shown that there is an inordinate delay in reporting not only vacancies for advertisement but also appointments made by some unit officers. The result is that local temporary arrangements are continued indefinitely contrary to rules without intimation to the Public Service Commissioner, as required by rules. (vide O.M.No.2267-2366/CRB 7-35-I dated 12th October 1935). It is therefore necessary that the Public Service Commissioner should be

empowered to veto 1) all appointments made in contravention of rules as well as 2) temporary or interim appointments the duration of which exceeds three months without proper authority, so that the unit officers may dispose of vacancies regularly with the least delay. This will also help in preventing irregularities being committed by unit officers. I have separately submitted to Government in the Education Department certain proposals for expeditious disposal of vacancies and checking of irregularities.

II. Simplification of work

III. Reduction of the number of intermediate stages of disposal before final orders are passed, eliminating over-lapping of duties.

The work in each office has to be so simplified as to be not taxing, boring and uninteresting. Further, the overlapping of duties and duplication of work due to different stages of submission is one of the causes of delay. The number of intermediate stages between the clerk and the final authority particularly in big departments and offices should be reduced to the minimum, eliminating overlapping of duties. At each stage some time is taken before the files are passed on to the next higher stage. Sometimes much of the time is wasted in tossing the files up and down for obtaining ~~obtaining~~ information on queries before they reach the final authority for orders. Intermediate stages are intended mainly for purposes of check and scrutiny. But the time-saving factor is very essential for speedy disposals. The feasibility of eliminating superfluous intermediate stages will have to be examined with reference to the character and nature of work of each office and department. The time-limit fixed for the disposal of immediate, urgent, early and ordinary papers

should be scrupulously adhered to. The papers should be ~~should be~~ properly classified considering the nature and importance of cases and disposed of within the time-limit fixed. As far as possible additional information that may be required should be obtained by 'phone instead of by correspondence as the latter involves considerable delay. Adequate telephone facilities may be provided in all offices of Government.

IV. Staff.

The sanctioned strength of any establishment should be consistent with the volume of work done, both qualitative and ~~quantitive~~ quantitative. As far as possible the office should work with full complement of the staff. The distribution of work of the absentees among other members of the staff will not improve matters but, on the otherhand, the work will accumulate into arrears, resulting in considerable dislocation of work as well as delay in disposal of papers. Hence it is necessary that sufficient number of leave reservists should also be sanctioned for each office for keeping the work up-to-date.

V. Provision for giving necessary training to recruits.

Mere full complement of untrained staff will not produce efficient and speedy work. Trainees have better understanding and grasping power and knowledge than untrained hands, and as such the volume of work, both in quality and quantity, turned out by them will be much greater and the time occupied by them for the same ~~shorter~~ shorter than untrained hands. In other words, trainees can do the given work more efficiently in half the time taken by untrained hands. This contributes to a great extent to the avoidance of delay and expeditious disposal of papers. As soon as candidates are entertained they

must be given training in all branches of work, including noting, drafting, etc., atleast for a period of six months from the date of entertainment. The training may be given out of office hours so that after training they may be able to take up responsible duties and conduct them efficiently. Working knowledge of office procedure, etc., means efficiency and efficiency secures solid, good and quick work. Hence necessary provision has to be made in all departments for opening training classes. Further, departmental examinations are necessary for improving the knowledge of work of officials. But the officials should not be over-burdened with unnecessary examinations. Only such of the examinations as are appropriate to the subjects dealt with and required for efficient discharge of departmental work may be prescribed.

VI. Introduction of labour saving machines.

Labour saving machines should be introduced wherever it is possible. This enables the retrenchment of hands as well as discharge of work much quicker. Small Typewriters may be supplied to case-workers to type notes, drafts, etc. The handwriting takes longer time than typewriting and the typed matters are easier and quicker to read and understand than manuscripts. In fact, it was the practice in the defunct Residency Office to supply Case Workers and Officers with Typewriters for putting up typed notes and drafts.

VII. Improvement of the scales of pay.

This is very important for efficient discharge of work. The officials who are ill-paid generally prove to be indifferent, careless and unwilling. The psychological effect on staff goes a long way in

maintaining efficiency in work. Officials who are well paid naturally take interest in work and the result is good and quick work. Now that the scales of pay have been improved the standard of work is expected to be raised considerably. As far as possible starting pay, grade and prospects should be uniform in all departments. Any dissimilarity will lead to discontentment.

VIII. Maintenance of up-to-date references.

This is also necessary for quick disposal of work. References, such as, departmental manuals, books, rules, collections, etc., should be kept up-to-date and made readily available. Otherwise much of the time is wasted in tracing references for the disposal of cases.

IX. Systematic Inspection of Offices.

All offices of Government should be inspected annually so that they may be maintained efficiently. The periodical inspection of unit offices by the Public Service Commissioner will not only obviate irregularities but also make the unit officers dispose of vacancies as per rules without delay. I have separately submitted proposals for reorganisation of the Inspection Staff of my office. Orders of Government are awaited in the matter.

Petitions and applications.

In this office there is no delay in the disposal of petitions, applications and references from unit officers. The only complaint from some candidates is that their names are not assigned. But it is not possible to guarantee assignment to all candidates. The number of applications received from Brahmin candidates is much larger than the

the forecast or availability of general vacancies. Hence some of the applications become superfluous and are rejected. The rejected candidates have to apply again and again as and when applications are called for and take their chance. Moreover, there is no use in assigning the names of all available candidates against the limited number of general vacancies as they have to wait in the list for a long time. As regards special vacancies there is no difficulty. All the available Backward Community candidates are assigned. In fact, more candidates are required. Only applications for exemptions are submitted to Government for orders through the Public Service Commissioner. Others are finally disposed of by my office.

The usual complaint of unit officers is that required number of candidates are not assigned. In respect of "B" lists, it is practically impossible in the present lean period to fully satisfy the unit officers as the demand for qualified candidates exceeds the supply. The gap has inevitably to be filled up by appointing other available Backward Community candidates. To meet this situation it is necessary to arm the Public Service Commissioner with additional discretionary powers. To prevent dislocation of work the appointing officers are permitted to fill up leave vacancies and other vacancies of not more than three months duration, vide., Rule 19 (1) of the Manual of Recruitment. The enlargement of this power to unit officers as suggested by the Director of Agriculture is not desirable as this will result in increase of cases of irregularity.

Endorsements.

It is not possible to issue endorsements to all the candidates who apply in response to this office

Notifications and advertisements as the number is very unwieldy. The lists are published in the Mysore Gazette. Endorsements are issued in cases where they are necessary Action will be taken to issue, in future, endorsements to candidates whose names are assigned as far as it is practicable. This ~~is~~ no doubt entails extra work. The endorsement ~~xxxx~~ form used in this office does not require any modification. A sample copy of it is enclosed herein for reference.

The suggestions made in items II to IX are generally applicable to all departments and offices.

M. Somb Gowda
Public Service Commissioner.

Immediate & Confidential

D. K. SRINIVASACHAR, B.Sc. (Hons.),
Special Officer for Efficiency Audit.

BANGALORE,

Dated ....3rd May.....194[illegible]

D. O. No. 124-147/47-8

G.A. 127-147-15-17

Dear Sir,

I am desired to invite kind reference to D.O. letter No.7078-7115/C.B. dated 1st April 1948 addressed to you by the Chief Secretary regarding the forwardal of concrete proposals about expediting despatch of Government business and to request the favour of an immediate reply in the matter.

Yours sincerely,

O/C

(address as per list)

List of persons to be addressed.

Sris

1. ~~M. Shamanna, Financial Secretary.~~
2. C.E. Noronha, Development Secretary.
3. Mahomed Ismail Sheriff, General Secretary.
4. S. Kanakaratnaraj, Law Secretary.
5. A.C. Nirvani Gowda, Education Secretary.
6. ~~A.S. Khaleel, Food and Civil Supplies Secretary.~~
7. H.V. Visveswariah, Public Works Secretary.
8. Syed Abdul Aleem, Revenue Secretary.
9. ~~S. Narayana Rao, Revenue Commissioner.~~
10. B.S. Narasinga Rao, Chief Engineer for Irrigation.
11. M.N. Lakshmana Rao, Chief Engineer for Roads and Buildings.
12. K. Subba Rao, Excise Commissioner.
13. V.V. Monteiro, Senior Surgeon.
14. P.M. Narayanaswamy Naidu. Superintendent, Veterinary and Animal Husbandry Services.
15. V.T. Srinivasan, Comptroller to Government.
16. P. Parthasarathy, Director of Public Health.
17. B.G. Appadorai Mudaliar, Director of Industries & Commerce.
18. M.C. Albuquerque, Chief Medical Officer.
19. ~~R. Kasturiraj Chetty, Director of Public Instruction.~~
20. B. Narayana Das, Chief Electrical Engineer in-charge.
21. B. Krishnaswamy Chetty, Superintendent of Govt. Printing.
22. ~~H. Hombe Gowda, Public Service Commissioner.~~
23. D. L. Sathe, Chief Conservator of Forests.
24. C.M.H, Ranajodha Singh, Inspector General of Police.
25. T. Rangamalliah, Registrar of Co-operative Societies.
26. T. Rangaswamy, Special Officer, Rural Development.

Submit for Approval.

3/5

Immediate & Confidential

D. K. SRINIVASACHAR, B.Sc. (Hons.),
Special Officer for Efficiency Audit.

BANGALORE,

Dated .....3rd May.....1948.

D. O. No127-141/47-8

Dear Sir,

I am desired to invite kind reference to D.O. letter No.7078-7115/C.B. dated 1st April 1948 addressed to you by the Chief Secretary regarding the forwardal of concrete proposals about expediting despatch of Government business and to request the favour of an immediate reply in the matter.

CB
4/5/48
S/S

Yours sincerely,

D. K. Srinivasachar

Sri A. C. Nirvani Gowda, B.A.,
Secretary to Government,
Education Department,
Bangalore.

E. A. 471-15-18
47-48

Mr. A. C. NIRVANI GOWDA, B.A.,
Secretary to Government,
Education Department.

GENERAL AND REVENUE SECRETARIAT,

Dated, Bangalore, 5th May 1948.

D. O. No. 20/47-48

(12)

CHIEF SECRETARY
9449
5 MAY 1948
GOVT. OF MYSORE

Dear Sir,

With reference to your D.O.letter No.7078-7115/C.B. dated 31st March 1948, regarding the proposals for expediting disposal of Government business, I herein enclose my suggestions on this behalf.

Yours sincerely,

A. C. Nirvani Gowda

V.Vedavyasacharya,Esq.,B.A.
Chief Secretary to Government,
B a n g a l o r e.

E. A. 486-15-22
47-48

Sastravydyapraveene
Mrs M.C. Albuquerque,
L.M.R.C.S., M.R.C.O. G.(Eng.).

Office of the Chief Medical Officer,
Women's Hospitals in Mysore, Bangalore.

D.O.No. C. 1814-1.

Dated, 7th May - 1948.

Enc.

CHIEF SECRETARY 64 7 MAY 1948 GOVT. OF MYSORE

IMMEDIATE AND CONFIDENTIAL.

Dear Sir,

With reference to your D.O. letter No.7078-7115/C.B. dated the 31st March 1948, regarding concrete proposals about expediting despatch of Government Business, I have to state that generally the correspondence is delayed for want of efficient and sufficient staff in the offices.

Specially to this Department, full co-operation of the Local Bodies is necessary in the matter of increasing medical facilities. By this, I do not mean that they are not co-operating. The meetings of some of the Local Bodies are held once in two or three months. For opening new dispensaries and for the appointment of midwives etc., the resolutions of the concerned local bodies about their willingness to bear their quota of cost are necessary as per Standing Orders, to submit detailed proposals to Government. As the meetings of the Local Bodies are held once in two or three months, delay is caused to some extent. There is very close relationship between the Indian Red Cross Society, Mysore State Branch and the Medical Department, as the Society is contributing towards construction and equipment of Maternity Homes, employment of additional midwives and providing additional facilities in hospitals. The meetings of this Society are not held very frequently and, as a result, delay is caused for receiving resolutions to proceed further on the proposals.

Delay in the above matters could be avoided if the meetings of the local bodies are held at least once a month and the resolutions communicated soon after the meetings are held.

The Departmental Manuals such as Account Code, Vol.I and Account Code Vol.I - Appendices and Forms - are not printed up-to-date and supplied, and, as a result, many of the staff do not know how to dispose of questions relating to this subject. These have to be brought up-to-date and printed books supplied to facilitate early disposals. It is an absolute necessity that the officials of this department should be compelled to pass the Accounts Examination, so that they may be well-versed with the codal rules and be in a position to expedite speedy disposal of correspondence.

In accordance with Article 308(b) of Mysore Service Regulations(1945), although the Heads of Departments specified in Appendix O have been delegated the powers of granting extensions of service to non-gazetted subordinates, not exceeding one year at a time, the Comptroller in Mysore, Bangalore, is not admitting the extensions so granted and has ruled out that extensions can be granted only under ordersof Government.

It is desirable that the Comptroller in Mysore, Bangalore, should be asked to allow the Heads of Departments to exercise the powers specified above, to avoid unnecessary correspondence to Government.

Yours sincerely,

To
V. Vedavyasacharya, Esq.,B.A.,
Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

OFFICE OF THE SPECIAL OFFICER FOR EFFICIENCY AUDIT, BANGALORE.

Spl. Office, Efficiency Audit
With Compliments.

EA-472-15-19
47-48

Sastravydyapraveena
Dr. M.C. Albuquerque,
L.R.C.S., M.R.C.O. G.(Eng.).

Office of the Chief Medical Officer,
Women's Hospitals in Mysore, Bangalore.

D.O.No. C.1814-1.

Dated, 4th May. 1948.

Enc.

IMMEDIATE AND CONFIDENTIAL.

Dear Sir,

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It is desirable that the Comptroller in Mysore, Bangalore, should be asked to allow the Heads of Departments to exercise the powers specified above, to avoid unnecessary correspondence to Government.

Yours sincerely,
sd/- M.C. Albuquerque.

To
V. Vedavyasacharya, Esq.,B.A.,
Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

No. C.1814-2 / 7-5-48

Copy of the above is forwarded with compliments to D.K. Srinivasachar, Esq., B.Sc.(Hons), Special Officer for Efficiency Audit, Bangalore, for information, with reference to his D.O. letter No.127-147/47-8 dated 3-5-1948.

CHIEF MEDICAL OFFICER.

E.A. 473-15
47-48

Mr. SYED ABDUL ALEEM, B.A.,
Revenue Secretary to Government.

GENERAL AND REVENUE SECRETARIAT,

Dated Bangalore, 5th May *194* 8

(14)

D. O. No. 195-

Dear Sir,

As desired in your D.O.letter No.127-147/47-48 dated 3rd May 1948 I am sending herewith a note on the proposals about expediting despatch of Government Business.

Yours sincerely,

Syed Abdul Aleem

Sri D.K.Srinivasachar, B.Sc., (Hons.)
Special Officer for Efficiency Audit,
Government of Mysore, Bangalore.

A note on the measures to be adopted to speed u
disposal of Government business in Offices.

***

In order to speed up disposal of Government business I think measures have to be taken in various directions as indicated below: -

I. Decentralisation.

(1) So far as the Revenue Department is concerned, fairly large powers have been delegated already to the Revenue Commissioner and the Deputy Commissioners of Districts and further denentralisation of powers appears to be unnecessary. If however, the Revenue Commissioner makes any proposals, these will be examined.

(2) A scheme for decentralisation is being worked up in respect of Town and Minor Municipalities and this will be given effect to after orders are passed. No scheme is being formulated for City Municipalities because the Bangalore City Municipal Council is being merged in a Corporation for the whole of Bangalore including the Civil Station; and further powers to the other City Municipalities are considered unnecessary at present.

(3) The Rural Development Department is also being reorganised; so the question of decentralisation does not therefore arise.

(4) Even the Sericultural Department needs no decentralisation as it is a technical Department.

(5) Similarly in view of the policy of Prohibition there appears to be no need for any decentralisation of powers in the Excise Department.

II.

II. Secretariat Organisation.

So far as the work in the Secretariat is concerned, some improvements as indicated below appear to be necessary: -

(1) In the first place there must be an equitable redistribution of work among the Secretaries.

(2) In the case of Assistant Secretaries their work may be so distributed that no Assistant Secretary has to submit papers to more than one Secretary ordinarily, and ~~that~~ under unavoidable circumstances, to not more than two Secretaries; otherwise quick despatch of work will be hampered and rendered difficult, as the services of the same Assistant Secretary will be required for discussion and consultation etc., in connection with urgent work by more than one Secretary simultaneously.

(3) Each Assistant Secretary should be given the services of a steno-typist, so that he might himself attend to all important and urgent noting and drafting also, and get through the work quickly.

(4) Each Branch should be adequately staffed with reference to the volume of work it handles, and there should be a leave reserve from which hands ought to be posted to the Branches immediately an official goes on leave - even short leave. Such a facility should be available in respect of typing work also. It is therefore desirable that the leave reserve staff should consist of a certain percentage of hands who are conversant with typing work also; so that they may be drafted for work in branches whenever the typists go on leave etc., At present there is a great deal of dislocation caused when officials go on leave or are drafted

to other Branches or transferred, the vacancies being left unfilled for a long time, sometimes till the official going on leave comes back.

(5) Each Branch should have also an adequate number of typists with reference to its needs. It has been the experience that when all stages of wor are got through quickly, the disposal of urgent matters is held up in the typing section; either fo want of a typist or due to inadequacy of the number of typists. As a rule each Branch should have ~~as~~ a minimum number of two typists at least.

(6) Arrangements should be made to draw a certain percentage of experienced officials from th Departmental Offices for filling up vacancies in th Secretariat as it will not often be possible to se- cure candidates of requisite capacity and experienc through direct recruitment.

III. Disposal of petitions.

The volume of work relating to the disposal of petitions presented to the Ministers ~~of the Council~~ has increased considerably of late. This is partly due to the natural feeling in the minds of the people that with the advent of popular Government, they can get redress of all their grievances speedi- ly, even though they have failed to get ~~any~~ such relief in the past. While such relief may be possible in very few cases due to the change in the outlook of Government, many of the petitions urged reopening o questions which have been decided long back on the basis of existing Law and Standing Orders. Also, there is a tendency nowadays to present petitions direct to the Ministers even in respect of prayers which can be disposed of by the local officers. It is for consideration if petitioners may not be

l from approaching

Government with requests which could be disposed of by the Local Officers. Such petitions, even when received, may be sent to the Local Officers for disposal only without calling for reports which would unnecessarily swell up the volume of work in all the offices.

It might perhaps be not out of place to quote in this connection Dr. C.R.Reddi, Vice Chancellor - Andhra University - from his speech which he delivered in Madras on 17th April 1948 while unveiling the portrait of the Premier of Madras : -

Says he : -

> " Mr. Rajagopalachari, a strong administrator set up with excellent precedents. He would not allow his home or his office to be converted into a choultry; and even in the matter of petitions, he insisted on their being sent through the regular official channels. How, otherwise could officials carry on their work properly."

IV. Tour Petitions.

When petitions are presented to the Ministers during Tours, such of the petitions as could not be disposed of immediately on the spot or which are of an important nature should be got extracted immediately and then handed over to the Deputy Commissioner concerned with a copy of such extract with instructions to dispose them of expeditiously, in consultation with the District Officers of the several Departments, periodical reports being sent to Government. Only petitions making suggestions on questions of policy may perhaps be reserved for being dealt with in the Secretariat.

V. Monthly Meetings.

The revival of periodical meetings of the Heads of Departments with the Ministers may facilitate expeditious disposal of papers in the Secretariat. As

observed by the Chief Secretary during the meeting, questions of personal or local interest should be eliminated from the agenda and only questions relating to policy or general schemes may be brought up at such meetings.

VI. Disposal of Appeals.

A large proportion of the work in the Revenue Branch relates to the disposal of the Revenue Appeals and Revision petitions. Under Section 210 (2) of the Land Revenue Code, no appeal lies to Government from an appellate decision or order passed by the Revenue Commissioner, except on a point of law or usage having the force of law and even the Mysore Government Business Rules lay down that an appellate decision of the Revenue Commissioner should not be set aside except on a point of law or usage having the force of law. In spite of all these provisions, appeals are coming up before Government on questions of fact and even as regards exercise of discretionary powers by the Subordinate Officers. If the appellate work of Government is strictly restricted to the appeals admissible under the Land Revenue Code, much of the work, of both the Secretariat and the Minister in this connection gets minimsed. It may therefore be made explicit that, in future, revenue appeals to Government should be entertained strictly in accordance with the Law on the subject.

VII. Location of Offices.

This is a minor matter; but still a well-thought out location of offices of the Secretaries

and the Assistant Secretaries quite close to their Branches will result in very great facility of work. Now this facility is completely absent and the offices have been located at very great distances from each other, While the Assistant Secretary has his office at one extreme end of the Secretariat Buildings the Branch he deals with is located at the other extreme end - for example the Special Revenue Branch. This holds good in respect of Secretaries also. Much time of the Secretaries is now being wasted on account of this distance between them and the various offices they have to deal with. Besides, they have to contact the Ministers also every day on business. For all these purposes, it would be a great facility if all the offices and branches are rearranged in a more reasonable and well-though-out manner.

For the same reason, the Revenue and the Education Secretariats, which have been housed far away from the main building since a long time, should be shifted back to the main building without further delay.

VIII. Stationery and other articles.

File-boards, and other articles should be adequately supplied to the Branches in time, For want of file-boards, papers are being delayed, mislaid and even lost.

IX. Supervision over Branches.

The Registrar must devote more supervisory attention over the Branches - This is completely absent of late. He must know how the officials are working in each branch; and what their needs

and requirements are. He must also have a watchful eye on the regular attendance of the officials and check each absence and late attendance and scrutinis the diaries and attendance registers. All this is not being done of late, owing to various other emergent duties that a Registrar is called upon to perform nowadays. His duties have become more of an executive nature. If this position is unavoidable, the appointment of an additional Registrar purely for internal work of the Secretariat may be thought of.

X. Telephone arrangement.

As far as the Secretariat Offices are concerned, it is better that the linking system is avoided; for, very often it is found by experience that this system does not lend itself for quick work, but causes good lot of annoyance, delay and confusion.

Beside, arrangement should be made to get the telephone Directory printed at least once a year; and if this is not possible, the Electric Department must at least take steps to get correction slips pasted in the Directorythrough its won agency soon after a change takes place. Such a thing is in vouge in the Kolar Gold Field area. What is possible there and with a private Company should be possible here with a Government Department.

There is no use in issuing big correction slips periodically as is being done now. These slips are not fulfilling the object with which they are issued. The best course would be for the subordiates of the Electrical Department of each locality to take these printed correction slips with

them and get them pasted in the Director as they go round on their inspection work. This kind of system is previaling inthe Kolar Gold Fields area and if the same system is adopted here, it would very beneficial to all.

5/5/46.

E.A. 484-15-21

No. 3233/OS:

Copy of the above is forwarded, with compliments, to the Special Officer, Efficiency Audit Department, Bangalore, with reference to his circular D.O. No.127-147/47-48 dated 3-5-1948.

OFFICE OF THE SPECIAL OFFICER BANGALORE 11/5/48 FOR EFFICIENCY AUDIT

K. Natarajan

for COMPTROLLER.

3232/ES.

5th May, 8

Dear Sir,

Adverting to your confidential circular D.O. letter No.7078-7115 CB dated 31st March 1948 forwarding a copy of the proceedings of the meeting of the Secretaries to Government and Heads of Departments held on 8th March 1948 and asking that, in the light of the discussions held, d concrete proposals for expediting disposal of Government business in so far as it pertains to this Department may be forwarded, I write to inform you that I discussed this question with the Auditors of the subordinate Audit Offices, the Deputy Comptroller - Civil and a few senior and experienced Assistant Comptrollers. The concensus of opinion is that delegation of enlarged powers both to the Comptroller and the Auditors of the Subordinate Audit Officers is essential for the disposal of routine Government Business not involving questions of policy; this will not only minimise references to Government but will also facilitate more expeditious despatch of work in the department than it has been possible heretofore. I have accordingly called for specific proposals in this behalf from the Auditors of the Subordinate Audit Offices and the Deputy Comptroller - Civil. On their receipt, they will be examined with reference to the existing powers and concrete proposals will be submitted in so far as they relate to the Audit and Accounts Department - excepting, of course, the Railway Audit Office, which is not under my control and in respect of which proposals may be called for from the Chief Auditor, Mysore State Railways.

The next and equally important measure is as I pointed out during the course of the discussions held on 8th March 1948, to revive the system of monthly meetings as provided for in paragraph 686 of the Manual of General Circulars and Standing Orders. I am laying stress on this point for the reason that

that important questions may be discussed and decided at such meetings thereby facilitating speedy disposal of Government Business in the Secretariat, which is as necessary as in the several Departments of Government. In this connection, I am forwarding herewith a list of subjects referred by this Department to Government for orders and on which orders are yet awaited. This statement will clearly indicate that suitable remedial measures are necessary to expedite disposal of Government business in the Secretariat also and that the only measure that will help to expedite work is the revival of monthly meetings of the Ministers and the Heads of Departments with the respective Secretaries to Government. Therefore, it is very necessary to revive such meetings which are stated to have been given up on the ground that personal questions would be brought up at such meetings. If it is considered desirable that personal questions should not be considered at such meetings, then such subjects need not be included in the agenda at all. Hence it does not appear to be a good reason to dispense with such meetings only on this ground.

In this connection, I must emphasize the fact that a great deal of the delay in disposal of Government Business that is occurring in my Department is due to two causes (i) want of staff and also incompetent staff (ii) want of suitable accommodation for the office as a whole. These questions were referred to Government several months back but no orders have been received, solving our difficulties. Unless, therefore, these two main difficulties are solved I must state it as my considered opinion that the disposal of Government work in my Department will not improve at all merely by giving increased powers to the Comptroller and the Auditors of Subordinate Audit Circles.

Yours sincerely,

Sd. V.T. Srinivasan.

V. Vedavyasacharya, Esq., B.A.,
Chief Secretary to
the Government of Mysore,
Bangalore.

mv.

3232
E.S.

Submitted

This letter will if approved, be passed on to the Spl. Efficiency Audit for further action

17.5.48 Spl Officer E.A W/C

17/5/48

OFFICE OF THE SPECIAL OFFICER
FOR EFFICIENCY AUDIT,
BANGALORE.

18/5

E.A 50 4-16-28
47-48

18/5

STRICTLY CONFIDENTIAL.

COUNCIL CASES.

GENERAL AND REVENUE SECRETARIAT.

Notes on Council Files bearing Nos. .....

.....

which are for disposal by Circulation are *circulated.

Chief Secretary to Government.

Minister for Education & Public Health.

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[1] *Vide* O. M. No. 988-95—C. B. 28-46-5, dated the 2nd September 1946.

E.A. 504-15-28
47-48

(15)

V. T. SREENIVASAN, B.A., B.Sc.,
Comptroller.

OFFICE OF THE COMPTROLLER TO THE
GOVERNMENT OF MYSORE,

Bangalore, dated ~~5th May,~~ 15th *1948.*

D. O. No. 3232/ES.
Enl: Eleven

CHIEF SECRETARY
55 CB
15 MAY 1948
GOVT. OF MYSORE

Dear Sir,

Adverting to your confidential circular D.O. letter No.7078-7115 CB dated 31st March 1948 forwarding a copy of the proceedings of the meeting of the Secretaries to Government and Heads of Departments held on 8th March 1948 and asking that, in the light of the discussions held, concrete proposals for expediting disposal of Government business in so far as it pertains to this Department may be forwarded, I write to inform you that I discussed this question with the Auditors of the subordinate Audit Offices, the Deputy Comptroller - Civil and a few senior and experienced Assistant Comptrollers. The concensus of opinion is that delegation of enlarged powers both to the Comptroller and the Auditors of the Subordinate Audit Officers is essential for the disposal of routine Government Business not involving questions of policy; this will not only minimise references to Government but will also facilitate more expeditious despatch of work in the department than it has been possible heretofore. I have accordingly called for specific proposals in this behalf from the Auditors of the Subordinate Audit Offices and the Deputy Comptroller - Civil. On their receipt, they will be examined with reference to the existing powers and concrete proposals will be submitted in so far as they relate to the Audit and Accounts Department - excepting, of course, the Railway Audit Office, which is not under my control and in respect of which proposals may be called for from the Chief Auditor, Mysore State Railways.

The next and equally important measure is, as I pointed out during the course of the discussions held on 8th March 1948, to revive the system of monthly meetings as provided for in paragraph 686 of the Manual of General Circulars and Standing Orders. I am laying stress on this point for the reason that

that important questions may be discussed and decided at such meetings thereby facilitating speedy disposal of Government Business in the Secretariat, which is as necessary as in the several Departments of Government. In this connection, I am forwarding herewith a list of subjects referred by this Department to Government for orders and on which orders are yet awaited. This statement will clearly indicate that suitable remedial measures are necessary to expedite disposal of Government business in the Secretariat also and that the only measure that will help to expedite work is the revival of monthly meetings of the Ministers and the Heads of Departments with the respective Secretaries to Government. Therefore, it is very necessary to revive such meetings which are stated to have been given up on the ground that personal questions would be brought up at such meetings. If it is considered desirable that personal questions should not be considered at such meetings, then such subjects need not be included in the agenda at all. Hence it does not appear to be a good reason to dispense with such meetings only on this ground.

In this connection, I must emphasize the fact that a great deal of the delay in disposal of Government Business that is occurring in my Department is due to two causes (i) want of staff and also incompetent staff (ii) want of suitable accommodation for the office as a whole. These questions were referred to Government several months back but no orders have been received, solving our difficulties. Unless, therefore, these two main difficulties are solved I must state it as my considered opinion that the disposal of Government work in my Department will not improve at all merely by giving increased powers to the Comptroller and the Auditors of Subordinate Audit Circles.

Yours sincerely,

V. Srinivasan

V. Vedavyasacharya, Esq., B.A.,
Chief Secretary to
the Government of Mysore,
Bangalore.

mv.

REFERENCES TO GOVERNMENT ISSUED PRIOR TO 1st MARCH 1948

ON WHICH ORDERS OF GOVERNMENT ARE AWAITED.

Sl. No.	To whom addressed	No. & Date of letter	Subject
		Miscellaneous Audit Department	
1.	The Financial Secretary to Government,	344/MAD Dated 20-2-1948	The Deputy Commissioner, Treasury Department, Bangalore Dist., having not sent original schedules for certain months respecting Industrial Loans in spite of the issue of seven reminders, the matter was reported to Government for issuing needful instructions in the matter.
2.	The Financial Secretary to Government,	185/MAD Dated 20-10-1947	Loan to Agricultural Bank at Aradeshalli in Devanahalli Taluk.
		T. A. D. A 1.	
3.	The General Secretary to Government	209/A1 Dated 18-11-1947	Expenditure incurred by Mysore Dasara Exhibition authorities in October 1947.
		T. A. D. A 2.	
4.	The Financial Secretary to Government,	329/A2 Dated 14-2-1948	Continuance of Malnad Allowance.
5.	The Chief Secretary to Government.	294/A2 Dated 26-1-1948	Continuance of Internal Security Staff & Food Control Staff.
		T. A. D. A 3.	
6.	The Education Secretary to Government,	23/A3 Dated 26-7-1946	The Head of Account to which Rs.1,80,000 being the proceeds of cheque issued by Mr.C.Perumal Chetty has to be credited.
7.	The Education Secretary to Government,	408/A3 Dated 10-1-1948.	Reminder to above.
		T. A. D. B 1.	
8.	The General Secretary to Government,	302/B1 Dated 25-11-1947.	Requesting sanction of Government to the proposal of this office to allow the unspent balance pertaining to the Vegetable Production Scheme under Grant No.25 A to lapse and to sanction the extra amount needed for meeting the additional expenditure consequent on the reorganisation of the Department of Horticulture as an additional grant under Grant No.22.
9.	The General Secretary	459/B1 dated 17-2-48.	Requesting orders of Government for treating the G.O.No.AF 2433-34 GG 30-47-2 dated 5-12-47 as increasing the strength of the Senior Horticultural Inspectors from 3 to 4 by correspondingly decreasing the Junior Hotricultural Inspectors from 6 to 5.

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		T.A.D. B 1(contd).	
10.	The General Secretary to Government,	180/B1 dated 12-10-1945	Requesting orders of Government whether the Dearness Allowance payable to the staff and labour borne on the Fruit Research Scheme, Hessarghatta, be continued to be debited to the I.C.A.R. during the extended period of the scheme for 4 years from 1-4-1944.
	The General Secretary to Government,	511/B1 dated 20-6-1946.	i) Furnishing required information, re; above, as called for in letter No. AF 5721/GG dated 2-5-1946 from the General Secretary to Government. ii) In letter No.AF 2056 GG dated 4-10-46 Government called for a statement of expenditure pertaining to the Scheme from the year of inception of the scheme viz., 1937-38 to end of 31-3-46 (required by the I.C.A.C.) and the same was sent to Government with thi office letter No.3020B1 dated 21-2-47 This statement was transmitted to the I.C.A.R. by Government with letter No.AF 6109/GG 111-45 dated 25-4-47. Orders sought for by this office have not yet been received.
		T. A. D. B 2.	
11.	The Financial Secretary to Government,	261/B2 dated 20-10-1947.	Modification of Art.196 of M.S.R. for grant of Maternity leave to temporary women employees.
	The Financial Secretary to Government,	D.0.372/B2 dated 5-12-47.	Reminder to above.
12.	The Financial Secretary to Government,	289/B2 dated 31-10-1947.	The Grant of Charge allowance to Ministerial Officers in charge of the duties of additional offices in the same cadre.
	The Financial Secretary to Government,	D.0.625/B2 dated 8-3-48.	Reminder to above.
13.	The Financial Secretary to Government,	461/B2 dated 15-1-1948.	The filling up of class I vacancies meant for Graduates by undergraduates and bringing this fact as matter arising in Higher Audit.
		I. A. D.	
14.	The General Secretary to Government,	778/IAD dated 19-2-1948.	Sanction for the purchase of new furniture and equipment to the Trade Commissioner's Office at London.
15.	The General Secretary to Government,	534/IAD dated 29-11-1947	Out of Pocket Expenses incurred by the Trade Commissioner for Mysore in London.
16.	The General Secretary to Government,	421/IAD dated 26-10-1947	The charges incurred by the Trade Commissioner on behalf of Mysore Airmec Ltd.
17.	The Chief Secretary to Government,	525/IAD dated 19-11-1947	The expenditure of Rs.6-15-0 incurred by the Trade Commissioner during September 1947.

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		I. A. D. (contd).	
18.	The Chief Secretary to Government,	776/IAD dated 17-2-1948	The expenditure incurred by the Trade Commissioner during October, November and December 1947.
19.	The Secretary, Development Dept.,	616/IAD dated 23-12-1947	Requests approval of Government for the ~~payme~~ advance~~ment~~ payment of Rs.9,024-8-0 to Messrs. Tata Oil Mills Co., Ltd., Bombay, for the supply of caustic soda to Govt. Soap Factory.
20.	The Development Secretary to Government,	713/IAD dated 30-1-1948	Requests approval of Government for th advance payment of Rs.3,859-6-0 to Messrs. Tata Oil Mills Co., Ltd , Bomb towards the supply of caustic soda to Government Soap Factory.
21.	The Development Secretary to Government,	587/IAD dated 25-12-1947.	Seeking for approval of Government re the payment of Rs.19,220 to Messrs. Alfred Hubert, Calcutta, provisionally pending orders of Government.
22.	The Development Secretary to Government,	506/IAD dated 12-11-1947	Requesting to be intimated how the liability of Rs.8.65 lakhs sanctioned towards the cost of urea power has to be met under the circumstances stated.
23.	The Development Secretary to Government,	474/IAD dated 8-11-1947.	Budget allotment for Post-war schemes under 28 I & C.
	The Development Secretary to Government,	650/IAD dated 9-1-1948.	Reminder to above.
		G. A. D.	
24.	The Financial Secretary to Government,	66/GAD dated 13-8-1947	Re: the continuance of appointment of Janab Hussain Aga, Assistant Comptroller in Industries & Commerce Dept.
	The Financial Secretary to Government,	258/GAD dated 25-11-1947.	Reminder to above.
25.	The Development Secretary to Government,	259/GAD dated 25-11-1947.	Requesting early orders of Government for the continuance of Janab Hussain Aga's services in the I & C Dept.
26.	The Financial Secretary to Government,	397/GAD dated 10-2-1948	Requesting to send a copy of G.O. sanctioning leave to Sir T. Thumboo Chetty preparatory to retirement.
	The Financial Secretary to Government,	436/GAD dated 27-2-1948.	Reminder to above.
27.	The Education Secretary to Government,	478/GAD dated 16/18-3-1948.	Re: the number of instalments in whic the amount of the equipment allowance of Rs.500 sanctioned in G.O.No.E 1755-75 Edn 109-45-46 dated 4-9-46 to Sri. K. Vijayapaliah, Sub-Asst. ~~Surgeon~~ Superintendent, Govt. Printing, deputed for training in G.O.No.E 6493-513 Edn 109-45-46 dated 25-4-46.
		Library.	
28.	The Financial Secretary to Government,	699/LR dated 30-6-1947.	RE: Supply of printed receipt books to several Municipalities in the State - proposals that these Receipt Books may be got supplied from the Government Press or from the presses approved by the Superintendent, Govt. Press.

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		Library (contd).	
29.	The Revenue Secretary to Government,	D.O.448/LR dated 8-9-1947	Reminder re: supply of printed receipt books to several municipalities cited in letter No.699/LR dated 30-6-1947 addressed to the Financial Secretary to Government.
30.	The Revenue Secretary to Government,	D.O.228/LR 30-10-1947.	Reminder to above.
31.	The Revenue Secretary to Government,	D.O.523/Lr 5-5-1948.	Reminder to above.
		T. A.	
32.	The Chief Secretary to Government,	221/TA dated 28/30-8-1947,	Requesting whether delegates to the Constituent Assembly have been paid any sitting fees from the Dominion Government of India, and whether the same is not creditable to this Government.
	- do -	236/TA dated 11/13-9-1947,	
	- do -	245/TA dated 7-10-1947 and	- do -
	- do -	411/RA dated 5-3-1948.	- do -
33.	The Secretary, Mysore, Legislature,	D.O.363/TA. 9/10-2-1948.	Re: Double claims of certain R.A.Members, duplicate bills of Messrs.H.A. Krishnamurthacharya, D.Ramakrishnappa and B. Puttiah have been forwarded for investigation.
34.	The Financial Secretary to Government,	D.O.364/TA 9/10-2-1948	Copy of the above D.O. letter for information with a request to intimate whether T.A. Claims of R.A.Members for 2 years have to be reaudited. Copy of the D.O.letter to the Secretary Mysore Legislature have also been forwarded to the Chief Secretary for information
35.	The Financial Secretary, to Government.	366/TA dated 7-2-1948.	Requesting orders as to whether daily allowance instead of half the Railway Fare is to be paid to officers who t travel by Government Dakota Plane.
36.	The Financial Secretary to Government,	U.O. note dated 9-1-48.	Requesting to intimate whether two Railway Fares plus Daily Allowance may be given to Ministers for journeys within the State when they purchase I Class Ticket but do not engage a compartment (Two first class fares + D.A. was admitted as per oral instructions).
		State Loan Sn.	
37.	The Financial Secretary to Government,	2046/SL dated 16-2-1948.	Re: Enhanced Military Grant to Palace.
		Book Section.	
38.	The Development Secretary to Government,	1447/Books 6-2-1948.	RE: Adjustment of a sum of Rs.50,000/- credited by the Mysore Tobacco Co., to the Dewan's Deposit Account at the Bank of Mysore Ltd.
	- do -	8-4-1948.	Reminder to above.

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		STATE HUZUR TREASURY	
39.	The Financial Secretary to Government	2341/S.H.T dated 1-3-48.	The claim of Messrs. P.D. Nagabhushana Naik and brothers to the Pallegar Pension of Rs 18-12-0 drawn by the late Mr. R. P. Koneti Naik.
40.	-do-	2514/S.H.T. dated 8-3-48.	Application of Mrs. P.S. Rajalakshmamma for payment of her share of Pallegar Pension separately drawn by Mr. P. B. Gopalaraj Urs.
41.	-do-	2151/S.H.T.dated 14-2-48.	The petition of Mrs. Subbamma and Mr. A. Ramaraj Urs, for payment of the portion of the Pallegar Pension drawn by late Mrs. Nacharamma.
		Pension Sn.	
42.	The Financial Secretary to Government	688 dated 10-12-47.	Re. M.L.Narasimha Iyengar's pension case for sanction of pension(Retired Additional Director of Industrial concerns) P.A.R. C.G.A.R. No.28443.
43.	-do-	923 dated 13-2-48 and 1140 dated 19-3-48.	Re. Payment of Compassionate Gratuity amount due to the family of H. Subba Rao, Taluk Sheristedar. P.A.R. C.G.A. R. No.5219.
44.	-do-	529 dated 6-11-1947.	Reminder - Regarding Grant of pension to Mr. B. Padmanabha Rao, Retired clerk, Mandya Forest Range Office. P.A.R. C.G.A.R. No.27743 This case was un-officially received and replied (U.O.No.41/ Pen. dated 11-2-48.
		Special Section.	
45.	The Secretary, Public Works Department.	1536/Spl dated 2-5-46.	The use of utility vans of Jog Power Scheme.
	-do-	D.O.No.4/Spl dated 16-7-47	Reminder to above.
	-do-	D.O.No.44/Spl. dated 7-1-48	-do-
	~~do-~~	~~D.O.No.31/Spl dated 17-11-47~~	~~do-~~
46.	The Secretary, Public Works Department.	1226/Spl. dated 29-1-46	Bills for van charges preferred on Chief Electrical Engineer and Chief Engineer for Irrigation.
	-do-	D.O.No.31/Spl. Dated 17-11-47.	Reminder to above.
47.	The Financial Secretary to Government.	346/Spl. dated 17-2-48	Additional Audit Staff required for the Public Works Audit Office.
48.	-do-	332/Spl. dated 14-2-48.	A sum of Rs 2207-8-0 stated to be outstanding against Mr. K. V. Srinivasan Murthy in the Misc. Advance Schedule of Mysore Division.

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	The Financial Secretary to Government.	No.71/Spl. dated 2-4-48	Reminder to the above.
49.	-do-	157/Spl. dated 21-10-47	Duty allowance to Cashier of Electrical Audit Office.
	-do-	288/Spl. dated 23-1-48	Reminder to above.
50.	-do-	341/Spl dated 16-2-48. 235/Spl. dated 17-10-47	Electrical Audit & Accounts Extension of service to Mr. B. Ramachandra Rao.
	-do-	357/Spl. dated 23-2-48.	Reminder to above.
51.	-do-	142/Spl.dated 17-10-47	Revision of scale of pay of Stenographers in Electrical Audit Department.
	-do-	287/Spl. dated 13-1-48.	Reminder to above.
52.	-do-	151/Spl.dated 20-10-47.	Audit Report of Fuel Reserve Depot No.I for period July to December 1945.
53.	-do-	7/Spl.dated 7-11-47.	Inclusion of names of Superintendent of Audit Department in the Eligibility List for appointment as Assistant Comptrollers.
		Establishment Section.	
54.	The Financial Secretary to Government.	D.O.No.797/ES. dated 5-9-47.	Recruitment to the Audit Department.
55.	-do-	3914/ES dated 16-10-47 and Para 2 of Fl. Secretary's letter Fl.1304/ GF 87-47-2 dated 21-8-47.	Gazetted Probationers-Passing of the First & Second Departmental Examination of the Indian Audit & Accounts Service to be made an obligatory prerequisite for their obsorption as Assistant Comptrollers.
56.	-do-	3566/ES dated 13-5-47 and No. Fl. 8691/GF257-46-4 dated 16-6-47.	S.A.S. Probationers - Stoppage of the system of recruiting S.A.S. Probationers.
57.	-do-	160/AIII dated 1-9-47.	Posting of First Grade Clerk for dealing with Excise duties in the Central Office.
58.	-do-	35/ES dated 4/5-7-47.	Accommodation - construction of a seperate building to the Comptroller's Office.
59.	-do-	3007/Es dated 19-3-47.	Manning of Public Works Division Accounts Establishment by Public Works Departmental Clerks (except the post of Divisional Accountants.)
60.	-do-	a) 741/Es dated 30-9-47.	Grant of C.A. equivalent to the D.A. for every sitting to the Deputy Comptrollers nominated as Government Director and who

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			attends the meetings of the Board of Directors of the Mills.
61.	The Financial Secretary to Government.	1330/Es dated 5-11-47 and U.O.No. 1755/Es. dated 19-12-47.	Continuance of certain posts of Assistant Comptrollers and Account Assistants on a permanent basis as additions to the cadre of Assistant Comptrollers.
62.	-do-	66/G.A.D. dated 13/14-8-47 and 2462/ES. D/ 2-3-48	Continuance of Mr. Hussain Aga,B.A., in the I.& C Department.
63.	-do-	3633/ES dated 20-5-47.	Half Yearly Report on the working of this Department for the Half Year ended December 1946.
64.	-do-	1036/ES. dated 27-10-47	-do- -do- for the Half Year ended ~~January~~ June 1947.
(Orders since recd)			
65.	-do-	1417/Es dated 15-11-1947	Powers delegated to the Comptroller on item No.1,3,5 and 6 of the annexure to the Government Order dated 8-7-42 may be enlarged and the pay limitation of Rs 150 be raised to Rs.180/-.
66.	-do-	1620/ES dated 2-12-47.	Reversion of Mr. Kasinath to this Department.
67.	-do-	1659/ES D/ 8-12-47.	Inclusion of the ~~Instructing~~ Inspecting Staff of the Public Works Audit Office under Article 518 M.S.R.
(Orders since received)			
68.	-do-	1748/ES D/ 18-12-47 and U.O.No.2304/ ES.dated 18-2-48.	Inclusion of the post of Pay and Accounts Officer in the Palace in the permanent cadre of Assistant Comptrollers in the Accounts Department.
69.	-do-	1877/Es D/ 8-1-48	Regarding Pension of Mr. G.V. Sreenivasa Iyengar, Deputy Comptroller (Retired.)
70.	-do-	1914/Es D/ 13/15-1-48	To revise the existing procedure of appointing persons to Assistant Comptrollers places on receipt of sanction and empower the Comptroller to promote to Asst. Comptroller's place from the Eligibility List without referring to the Government.
71.	-do-	1936/Es. D/ 16-1-48.	Payment of remuneration to the officials of the State Huzur Treasury for calculation of Interest on Balances of Savings Banks, etc.
72.	-do-	1939/Es D/ 16-1-48.	Representation of Mr. B.S.Vasudeva Rao, Ist Grade Clerk requesting that he may be given a Probationer's post.
73.	-do-	2340/Es. D/ 23-2-48.	Permission to draw the salary of Superintendent to M/s.B.R.Srinivasa Murthy and S.P.Nanjundappa, Gazetted Probationers at the rate of Rs.180/- from 1-1-47 and Rs.190/- from 1-1-48
(Orders since received)			

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74.	The Financial Secretary to Government. (Orders since received)	2341/Es dated 23-2-48.	Permission to count salary drawn by Mr. D.N.Krishnamurthy as Assistant Comptroller, for purposes of pension.
75.	-do- (Orders since received)	2342/Es dated 23-2-48	Purchase of two Steel Lockers to the State Loan Section.
76.	-do-	2373/Es dated 24-2-48.	One additional menial to the State Huzur Treasury on a permanent basis.
77.	-do-	2415/Es dated 24-2-48.	Cycle Orderly allowance of Rs.2/- each from 1st July 1947.
78.	-do-	2548/Es dated 8-3-48.	Extension of service to several officials of this office.
79.	-do-	2551/Es dated 8-3-48.	Leave Application of Mr. K.S.Narayana Rao, Assistant Comptroller for sanction.
80-	-do-	2606/Es.dated 11-3-48	Continuance of the increased daily allowance till the end of June 1948.
81.	-do-	2711/Es.dated 16-3-48.	Fixing the rank of Mr. M.L.Murthy Rao in the Eligibility List below that of M.R. Sethu Rao.
82.	-do-	2811/Es dated 29-3-48.	Seeking approval for the action taken against First and Second Grade Clerks who have not passed the Accounts Higher Examination.
83.	-do- (Orders since recd)	2828/Es dated 30-3-48	Increase the allowance to Rs.10/- to the Clerk operating Comptometer
84	-do-	2882/Es dated 5-4-48	Extension of service to Mr.Y. Narasimhaiah, B.A., beyond 60 years.
85.	-do-	2892/Es dated 5-4-48	Retirement of Mr. T.R.Sitharamaiah with effect from 5-2-48.
86.	-do-	2911/Es dated 5-4-48	Bifurcation of control over the Stamp Superintendent's Office and the State Huzur Treasury.
87.	-do- (Orders since received)	2914/Es dated 5-4-48	To arrange with the Madras Government for the Training of Messrs. B. R. Srinivasamurthy, D.H.Veeriah and S.P. Narayana Setty in the Financial Secretariat and Examiner, Local Fund Accounts, Madras.
		C.L.A.D.	
88.	The Development Secretary to Govt.	14/C.L.A.D. dated 16-7-47.	Bringing to notice of Government and seeking orders regarding the failure on part of the Director of Sandal Oil Factory to enforce rules regarding passing of Accounts Lower Examination by the Accountants and Cashiers and stere keepers of the Factory.
89.	-do-	43 dated 7-8-47	Stating that Mysore Iron and Steel Works has not made clear as to why the Agency from Tata Iron and Steel Company could not have been kept in suspense in view of low sales and payment of commission ~~awarded~~ avoided.

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90.	The Financial Secretary to Government.	202/dated 2-1-47.	Seeking orders on the acting arrangements made during the absence of Mr.P.R.Balakrishnan , General Manager Mysore Iron and Steel Works.
	-do-	76/CLAD D/28-8-47	Reminder to above.
	-do-	344~~1~~/CLAD D/26-5-47.	-do-
91.	The Development Secretary to Govt.	333 dated 16-5-47	Stating that Government sanction is necessary to write off Rs.1400/- as per proceedings of 87th meeting of the Board of Management for Iron and Steel works in case the amount is recoverable from the concerned officials.
		77/CL.A.D.D/28-8-47	Reminder to the above.
92.	-do-	269 dated 15-3-47	Requesting the orders on further remarks furnished on the Annual Report of Mysore Iron and Steel Works for the Half Year ending 30-12-42
	-do-	~~80~~ 85 dated 30-8-47	Reminder to above.
93.	Education Secretary to Government.	105 dated 10-9-47.	Forwarding the Audit ~~Annual~~ Report on the account of recruitment ~~mont~~ attached to the ~~Mysore Iron~~ M.I.T.C. pointing out that Rs.12,267-15-8 will have to be recevered.
94.	The Development Secretary to Government.	114 dated. 13-9-47.	Pointing out that the General Manager Mysore Iron and Steel Works has not yet given effect to consolidated work service rules applicable to Government Industrial concerns and requesting orders of Government.
95.	-do-	117/CLAD dated 13-9-1947.	Explaining in detail the several conditions in support of arriving at the purchase consideration in respect of I.T.L.
96.	-do-	137 dated 9-10-47.	Forwarding an extract from the observation on the proceedings of 89th meeting of the Board of Management of Mysore Iron and Steel Works with further remarks for orders of Government.
97.	-do-	138/ -do-	-do- of 86th meeting.
98.	The Financial Secretary to Government.	153 dated 20-10-47.	Explaining the need and requesting clarification in the G.O. regarding centralised management and un-divided responsibility of cash transactions in the Government Porcelain Factory.
99.	-do-	167 dated 5-11-47	Requesting sanction for continuance of appointment of an Accountant to end of December 47 for audit individual running Ledger Account of I Bn. M.I.
100.	The Development Secretary to Govt.	229 dated ~~7-2-48~~. 7-1-48.	Requesting further clarification in connection with the re-instatement in the works of Mr.G.A.Manjayya, as per G.O. dated 28-8-47

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	C.L.A.D.(Contd.).	
101 The Development Secretary to Government,	232 dated 7-1-1948	Forwarding the Inspection Report of Mr.A.N.Chaluviah, Asst. Comptroller, Shimogal Local Audit Circle, reviewing the operation of G.P.F. for four month from July 47 to October 1947.
102 The Financial Secretary to Government,	234 dated 8-1-1948	Intimating that audit of the accounts of the Municipal Offices, Civil Stn., Bangalore, is being conducted by a Clerk under the guidance and supervision of the Treasury Officer appointed by the Resident & that the present procedure may continue in view of acut shortage of hands in this Office.
103 The Revenue Secretary to Government,	242 dated 17-1-1948	Requesting to obtain Government Order as to whether enhanced rate of C.A. may be allowed to Chief Officer even though they maintain a cycle only.
104 The Development Secretary to Government,	245/CLAD	Referring to memo.No.D 3041 dated 17-12-1947 re: copies of sanctions etc., and requesting that the concern (M.I. & S. Works) may be instructed to furni this office copies of all sanctions.
105 The Financial Secretary to Government,	263 dated 3-2-1948	Requesting sanction of Government for the continuance of Special appointment of Audit of Individual Accounts of I Bn. in M.I. to end of March 1948.
106 The Development Secretary to Government,	284 dated 14-2-1948	Forwarding with further remarks on extracts from the observation of the proceedings of 88th Board Meeting of M.I & S. Works for orders.
107 — Do —	78 dated 28-8-1947	Stating that the G.M.M.I & S. Works di not furnish copy of G.O. approving the provisions of Business Manager of the concerns and requests orders as to whether the rules thereon may be followed in the absence of competent sanction.
108 The Revenue Secretary to Government,	301 dated 23-2-1948	Requesting to communicate orders re: payment of C.A. of Rs.25 to Mr. Gulam Dastagir, I Gr. Chief Officer posted to Sagar Municipality.
109 The General Secretary to Govt.	304 dated 25-2-1948	Re: Sanction for appointment of 3 I Gr Clerks for Local Audit in Agricultural Department.
110 The Financial Secretary to Govt	305 dated 25-2-1948	Forwarding a list of audit and inspection reports pending in several local Bodies and Government Departments as on 1-7-1947 for information and orders
	Code Compilation Section	
111 The Financial Secretary to Govt.	U.O.5CRS 3-12-1947	Forwarding suggestions for revising Part II of the Mysore Service Regulations relating to "Pay".
112 — do —	U.O.16 MSR 4-2-1948	Forwarding suggestions for revising the Part relating to "Leave" of the Mysore Service Regulations.

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		Retrocession Section	
113	The Financial Secretary to Government,	93/Ret dated 6-11-1947	Conditions of Service of the staff of the Retroceded area, Bangalore.
114	do	217/Ret dated 26-1-1948.	Reminder to above
115	do	D.O.282/Ret 3-3-1948.	Reminder to above.
116	do	184/Ret dated 2-1-1948.	The future of the Treasury at Civil Station Bangalore.

Meenaraghy
for Comptroller.
13.5.48

E.A. 487-15-23
47-48

MR. T. RANGASWAMI, B. A.,
Special Officer
for Rural Development in Mysore;

NEW PUBLIC OFFICES.
BANGALORE.

Confidential:

Dated, May 5, 1948.

D.O. No.RD. R3. C.1190/47-48.

Dear Sir,

Special Officer
SO. Efficiency Audit
CB. W/c
7.5.48

With reference to your D.O. letter no.7073-7115/C.B. dated 31.3.1948, forwarding a copy of the proceedings of the Meeting of the Secretaries to Government and the Heads of Departments held on 8.3.1948, and requesting me to send concrete proposals pertaining to this Department for implementing the objects of the above meeting, I write to suggest the following proposals for the consideration of Government:-

OFFICE OF THE SPECIAL OFFICER FOR EFFICIENCY AUDIT, BANGALORE.

At present, many of the officials working in the Rural Development Department are recruits. A training Class should be opened to give training to all the clerks working in offices with a view to improve the office work in general. Clerkship examination ~~should~~ may be revived.

2. The power of appointment, transfer and removal of Gramasudharakas working in the selected hoblis under the Rural Development Scheme vests with Government as per Government Order no.L.365-424/V.P.15-43-2 dated 9.7.43. There is a proposal to appoint Assistant Development Inspectors for each hobli in place of Gramasudharakas. The power of appointment and transfer of Assistant Development Officers may be delegated to the Special Officer for Rural Development.

Yours sincerely,

T. Rangaswami

V. Vedavyasacharya Esq., B. A.,
Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
BANGALORE.

KSR)

E.A. 487-15-93
W-N8

MR. T. RANGASWAMI, B. A.,
Special Officer
for Rural Development in Mysore;

NEW PUBLIC OFFICES.
BANGALORE.
Dated, May 5, 1948.

Confidential:

D.O. No.RD. R3. C.1190/47-48.

Dear Sir,

With reference to your D.O. letter no.7073-7115/C.B. dated 31.3.1948, forwarding a copy of the proceedings of the Meeting of the Secretaries to Government and the Heads of Departments held on 8.3.1948, and requesting me to send concrete proposals pertaining to this Department for implementing the objects of the above meeting, I write to suggest the following proposals for the consideration of Government:-

At present, many of the officials working in the Rural Development Department are recruits. A training Class should be opened to give training to all the clerks working in offices with a view to improve the office work in general. Clerkship examination should be revived.

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Yours sincerely,
SD. T. RANGASWAMI,

V. Vedavyasacharya Esq., B. A.,
Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
BANGALORE.

P.T.O.

KSR)

OFFICE OF THE SPECIAL OFFICER
FOR EFFICIENCY AUDIT,
BANGALORE.

Copy forwarded with compliments to the Special Officer for Efficiency Audit, Bangalore for information, with reference to his letter no.127-147/Dated 3.5.48.

SPECIAL OFFICER
FOR RURAL DEVELOPMENT IN MYSORE:

E.A. 488-15-24

CONFIDENTIAL & IMMEDIATE.

GOVERNMENT OF MYSORE

DEPARTMENT OF INDUSTRIES AND COMMERCE

B.G.A. Mudaliar Esqr., B.A., B.Sc., (Tech)., (Manchester), A.M.I.Mech.E.,
DIRECTOR.

OFFICE OF THE DIRECTOR,

Bangalore, 8th May 1948.

D. O. No. B-18/47-48.

Dear Sir,

With reference to your D.O. letter No.127-147/47-48 dated the 3rd May 1948, my proposals are as below:-

1) It is essential to de-centralise the work of the Departments as far as possible. By this I mean that the powers now given to the Heads of Departments should be increased so as to cover all cases which are usually sent to Government and are more or less automatically approved by them. When analaysed it will be found that at least 50 to 60% of the references to Government will cease, if this extra power is given to the Heads of Departments.

2) As I have already suggested in the last meeting, it seems to be important that at least in the development Departments there should be a meeting of the Minister in charge with the Head of the Department concerned and other appropriate persons to discuss all references of development nature such as schemes etc. and come to a definite conclusion. It is often found that delay occurs in getting the schemes sanctioned by Government simply because each individual Officer concerned puts up a note in his own way without having knowledge of the reactions of the others concerned. This will be avoided when all meet under the presidency of the Minister and free discussion takes place. In this connection I may mention that not only schemes, but other matters of importance can easily be discussed and decision arrived at, so that considerable delay will be avoided with reference to important matters referred to Government.

3) I feel that the Officers concerned especially in head-quarters should make free use of the telephone to clear up matters in which doubts have arisen, or further information is required. This will avoid the file being referred to the head of the Department frequently.

In my opinion it will be worthwhile to go into the organisation of each departmental Office to find out if the Office has been properly organised for the expeditious disposal of work. This may perhaps be done by a special Officer appointed by Government for a period of time.

P.T.O.

Often I have found instances where references made by the Heads of Departments are more or less repeated by Case-workers on the files. If the Officers concerned make the proposition simple by putting down everything clearly and the Secretaries concerned put down clear notes, as to the points on which orders are necessary, a good deal of delay could be avoided. The tendency to avoid taking responsibility in recommending a certain line of action may be avoided by the Officers. This will expedite business. Simply referring any matter to the orders of Government without clearly recommending the action to be taken generally involves delay.

Yours Sincerely,

B G Mudaliar

D.K.Srinivasachar Esqr., B.Sc., (Hons).,
Special Officer for Efficiency Audit,
Bangalore.

GMB:2)

CONFIDENTIAL

D. O. No. C.C. 148 / Secret Inc.

C. M. H. RANAJODHA SINGH, Esq., B.A.,
Inspector-General of Police in Mysore.

BANGALORE
8th May 1948

CHIEF SECRETARY 1/69 CB 12 MAY 1948 GOVT. OF MYSORE

F.A. 498-15-26

(18)

Dear Sir,

With reference to your D.O.letter No. 7078-7115/C.B. dated the 31st March 1948 addressed to Mr.U.K.Somappa, Senior Deputy Inspector General of Police, calling for proposals to implement the objects of the meeting of Secretaries to Government and Heads of Departments held on the 8th March 1948, I enclose herewith a note on the subjects pertaining to the Police Department.

For favour of secretl.
12/5/48
Spl. Officer
& A W/c

Yours sincerely,

V.Vedavyasacharya, Esq.,B.A.,
Chief Secretary to the
Government of Mysore,
Bangalore.

OFFICE OF THE SPECIAL
BANGALORE
12/5/48
FOR EFFICIENCY AUDIT

DECENTRALISATION OF POWERS.

1. The policy of decentralisation of administrative powers now vested with the Government and the Heads of Departments, and their delegation to the Heads of Departments and their subordinate officers, is very necessary at the present moment, as observed by the Chief Minister. It tends to more prompt and quick discharge of Government business. A list of items of Government business pertaining to the Police Department which now require the administrative sanction of Government and which may be safely delegated to the Inspector-General of Police, as Head of the Department, is enclosed. Experience has shown that the recommendation of the Head of the Department for sanction to the items listed is being upheld in almost all cases. As an experimental measure, however, and in order to safeguard against any possible abuse of powers, it is suggested that a monthly list of sanctions accorded by each Head of the Department may be called for by Government and scrutinised. The Inspector-General of Police may be permitted to further delegate at his discretion such of the powers as he considers necessary to his subordinates in the Department, namely, the Deputy Inspectors-General of Police and District Superintendents of Police.

2. <u>Petitions</u>

As regards petitions, that are now being received by Government including those presented to the Ministers while on tour, those calling for action in the Police Department may be briefly classified as follows:-

(a) Petitions complaining of faulty investigation of cases taken up by the Police and similar allegations such as omission to register cases, siding parties,&c.

(b) Petitions asking for Bandobust or for prevention of breach of peace in localities where there are usually party feelings, or requests for protection of life and property at the hands of their alleged enemies.

(c) Petitions pertaining to personal representations such as appointments, promotions, transfers, loss of places in the Gradation List, etc., presented by officers in service or by their parents or relatives.

(d) petitions which are either anonymous or pseudonymous and which purport to give information to Government about shortcomings in the investigation of cases or other points about anti-Government propaganda that may be at work.

With regard to item Nos. 1 and 2, the remedy lies, in most cases, with the local officer, namely, the District Superintendent of Police. It is best therefore that petitions of this kind are directly referred to the local officers ~~xxx~~ then and there and abstracts of such petitions indicating the manner of disposal being required to be sent to the Heads of Departments for perusal and transmission to Government.

3. In the case of petitions relating to grievances in official prospects, it is advisable that such petitions are not entertained, for there are clear rules laid down by Government regulating appointments, promotions, etc., and any grievance if found to be genuine, may be got redressed by appeals to higher officers.

The entertainment of such petitions by higher officers, particularly in the Police Department may result in lowering the standard of discipline and morality which should be at its highest in a semi-military organisation like the Police.

As regards petitions of the last kind whose author cannot be easily traced, it is open to Government or the Head of the Department to take such action on them as may be necessary having regard to the nature of the contents of the petition and the persons complained against.

3. <u>Compilation of Department Manuals.</u>

This is a work of the highest importance and there is a good lot to be done in the Police Department. The Police Act,

Police Manual and Office Manuals have got to be thoroughly rewritten and the sanction of Government and the Legislature obtained to the amendment of the Act and to the adoption of the revised Rules which have to undergo substantial changes in view of the Retrocession of the Civil Area and the appointment of three Deputy Inspectors-General of Police with jurisdiction over several Districts of the State and other cognate matters which have undergone changes during the last one decade.

The Chief Office Manual which is an old brochure compiled in 1918 has to be entirely rewritten to suit the present-day conditions. The same case holds good in respect of District Police Office Manual which appears to have been written somewhere in the year 1920-21.

For undertaking this important work of revision of Manuals and Police Act, Government were addressed in this office letter No.AC.1599/47-48 dated 9-1-48 for the marginally noted additional hands which were very necessary; but Government turned down the proposals with the remark that the work may be distributed among the existing number of hands by suitable re-adjustment. In such important matters, I may be pardoned if I venture to hazard the statement that it is impracticable to get the work done by the existing number of officials who cannot be saddled with the extra work. A separate section for the compilation of the Acts and Manuals is very necessary inasmuch as they form the basis for the work and procedure of the Department. I, therefore, once again request that Government may be pleased to reconsider their orders and sanction the additional temporary establishment

1 Police Inspector Q
1 I Dvn. Clerk Q
1 Stenographer Q

asked for at a comparatively ~~ex~~ small extra cost of Rs.450/- per mensem.

4. Leave Reserves

The suggestion of the Director of Public Instruction for the entertainment of leave reserves for Ministerial Establishment calculated at 12½ % of the actual staff is necessary and this applies to all Departments alike. In fact, in the Police Department, sanction has been obtained to the entertainment of one clerk as leave reserve in respect of each of the Malnad Districts, namely, Hassan, Chikmagalur, Mandya and Shimoga, and this arrangement is working well. I would suggest that similar reserves are sanctioned to all the offices including my office which has a strength of over 40 hands.

5. Office Training.

The suggestions for imparting regular instructions in the practical work of the respective Departments for the benefit of recruits and officials with short service will no doubt contribute to the increase in the general efficiency of the work in all Departments. Just as a preliminary for the training, I would suggest the immediate compilation of a Manual similar to the Clerkship Manual which is now out of use, containing practical hints followed by examples concerning the genernal procedure in the work of all the Departments of Government. It should include chapters on preparation of bills, maintenance of Cash, Stores, Stationery, etc. Special chapters on the peculiarity of work and procedure of technical Departments may also be added to this compilation as annexures for the benefit of recruits working in the respective Department.

A Committee consisting of the ~~following~~ Managers of offices of Heads of Departments and selected Heads of Sections or Superintendents in the Secretariat and the Comptroller's Office may be entrusted with this compilation, under the supervision and

guidance of an Assistant Secretary in the General and Revenue Secretariat. This work of compilation may not take more than three or four months provided it is taken up earnestly and suitable hands selected on payment of decent honorarium. Such a compilation is badly needed now as in its absence, recruits and clerks in all the Departments with few exceptions are labouring under ignorance of rules and procedure for want of a compendium of the kind referred to above.

Utilisation of Budget Grants before the close of the year.

6. This Department has taken all possible precautions in the matter and applications for additional grants have been made to Government and their sanction is awaited. Every endeavour will be made to utilise the additional grant also before the close of the official year.

Inspector-General of Police

A note furnishing details of proposals for expediting despatch of Government business in the Medical Department.

--oOo--

There has been considerable increase of Government business and some delay in disposal of references in recent years occasioned by the following causes:-

1) Increase in the number of petitions, applications or requests of parties;

2) Increased staff sanctioned to several offices and Medical Institutions and the resultant increase in the number of references made to the Senior Surgeon and the District Medical Officers and Medical Officers of Institutions in the matter of leave, transfer and promotions;

3) Increased references received from Government, the Audit Department and other Heads of Departments;

4) Correspondence relating to the several proposals initiated under the Post-war Scheme;

5) The general improvements effected or proposed to be effected to the several medical institutions;

6) Shortage of trained personnel and several vacancies remaining unfilled for long periods.

To ensure quick despatch of work and expeditious disposals of references, I propose that the following measures may be sanctioned:-

1) Decentralisation of the working of the Department giving additional powers to the Head of the Department and the District Medical Officers. Statements showing the powers now exercised by the Senior Surgeon and the District Medical Officers and the additional powers proposed to be delegated to them are enclosed.

2) Periodical meetings with the Minister by the Head of the Department once a month to enable decision being taken on important matters.

3) Appointment of additional Typists--two typists to the Head Office and one typist for each of the District Hospitals may be sanctioned as there is no separate posts of typists in any of the Districts. At least 4 more clerks to the Head Office is also necessary.

4) Provision of adequate number of clerks required for several Offices. The Public Service Commissioner may be requested to furnish names of adequate number of approved names as soon as requisition is received from the Head of the Department.

5) Provision of leave reservists at 20% of the sanctioned number of clerks to meet emergencies.

6) Sanctioning the post of one additional clerk for an increase of 10 dispensaries to each District to the offices of the District Medical Officers.

7) Posting of clerks from the subordinate offices to the administrative office for a period of 6 months by rotation to enable them to acquire sufficient training.

8) Discretion to be left with the Head of the Department in the matter of appointments and promotions.

M.E. Thomas
For Senior Surgeon.
(Actual from Head Quarters).

SV.

MYSORE MEDICAL DEPARTMENT.

V. V. MONTEIRO, Esq.,
M.B.B.S., F.R.F.P.S. (GLAS.),
L.D.S. (ENG.)

E. A. 497-15-25
W/- ub

Telephone :—No. 2462.
Telegrams :—Senorgen.

OFFICE OF THE SENIOR SURGEON IN MYSORE,

D. O. No. EC. 459-1

Bangalore, dated 11th May 1948.

CONFIDENTIAL & IMMEDIATE.

Enc. Three.

To CB 18/5

Sub.- Proposals for expediting despatch of Government business.

- - -

With reference to your D.O. letter No.7078-7115/C.B. dated 31st March 1948 on the above subject, I herein enclose a note furnishing details of proposals for expediting despatch of Government business so far as it relates to the Medical Department.

In favour of needful
Spec Officer
EA W/C
12/5/48

Yours sincerely
V. V. Monteiro

V. Vedavyasacharya, Esq., B.A.,
Chief Secretary to the Government of Mysore,
Bangalore.

OFFICE OF THE SPECIAL OFFICER
BANGALORE
12/5/48
FOR EFFICIENCY AUDIT

Statement showing the additional powers proposed to be delegated to the Senior Surgeon

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In addition to or in modification of the powers now exercised by the Senior Surgeon as detailed in Statement "A" , the following additional powers are proposed to be vested with him.-

1. To grant privilege leave or furlough to Gazetted officers provided the period does not exceed 3 months.

2. To sanction ~~of~~ for his own office, the purchase of articles not exceeding in value Rs.50/- in each case and to get petty repairs to furniture executed, the expenditure being limited to Rs.50/- in each case.

3. To sanction house building advances under Article 161 of the Mysore Civil Account Code to Non-gazetted officers drawing a pay of Rs.200/- and below.

4. To purchase or sanction the purchase of stationery articles locally up to a limit of Rs.50/- under Article 123 of the Mysore Civil Account Code (Appendices and Forms).

5. To sanction recurring contingent charges subject to budget provision provided the limit of Rs.20/- per mensem is not exceeded under each item and the period of sanction does not exceed two years (Article 111 Note 2 of the Mysore Civil Account Code).

6. To purchase clock of approved patterns of the value of and under Rs.50/- within Budget sanction.

7. To sanction payment of advertisement charges for publishing notifications etc., in newspapers within a limit of Rs.100/-.

8. To sanction alterations of dates of birth of the non-gazetted officers.

9. To make all appointments and promotions whether permanent or temporary or officiating to non-gazetted posts the pay or the maximum pay of which does not exceed Rs.200/-.

10. Can order the retirement of superannuated non-gazetted officers whose pay or maximum pay does not exceed Rs.200/-.

11. To sanction increments permanent or acting promotions and other arrangements involving alterations in pay of officials within three years from the earliest date on which they could be ordered.

12. Can sanction bicycle advances for the first and second time to non-gazetted officers on a pay of Rs.200/- and below, Subsequent advances also may be sanctioned at an interval of not less than 5 years between two consecutive advances subject to payment of interest at 6% per annum as in the case of second advances.

13. Can sanction purchase of furniture, instruments, etc., provided the cost of each article does not exceed Rs.200/-.

14. Can order the purchase of bicycles for office use at intervals not earlier than 3 years provided that the cost does not exceed Rs.150/- in the case of each and the purchase is made through the Stores Purchase Committee and also that there is necessary grant available in the departmental sanctioned budget.

15. Can hire private buildings for departmental purposes, in places where the Public Works Department certifies that no Government buildings are available for the purpose provided that the period for which the building has to be hired does not exceed 2 years, and provided also that the rate of rent does not exceed Rs.50/- per mensem.

16. To write off irrecoverable hospital and other charges up to a maximum of Rs.25/- in each case subject to a limit of Rs.100/- per quarter

- - -

N. C. Thomas
For Senior Surgeon

Statement showing the powers now exercised by the Senior Surgeon and the additional powers proposed to be delegated.

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I. Powers now exercised by the Senior Surgeon.

1. To appoint ministerial officers and menials in the Department.

2. To appoint Nursing Superintendents, Nurses and compounders to the Medical Institutions.

3. To entertain qualified medical people as Sub Assistant Surgeons.

4. To grant casual leave to the Gazetted Officers of the Department.

5. To grant privilege leave or furlough to Gazetted Officers provided the period does not exceed two months (vide G.O.No.Fl.5920-5970/G.F. 184-46-2 dated 7-2-1947).

6. To grant maternity leave to non-gazetted married women employees of the Department for a period of two months which may, in special cases, on production of medical certificate be extended by another month.

7. To make in charge arrangements in such vacancies and sanction the charge allowance admissible under Article 95 of the Mysore Service Regulations.

8. To grant any kind of leave to non-gazetted establishment Acting or in charge arrangements may also be made in such vacancies provided no acting or in charge allowance is admissible in such arrangements when the period of absence does not exceed 7 days. Temporary leave vacancies for periods not exceeding 6 months of non-gazetted officers whose appointments would otherwise require the previous sanction of Government may be filled up, the arrangements made being reported to Government (vide G.O.No.Fl.149-201/G.F.253-41-3 dated 8-7-1942).

9. To fine, reduce, suspend or dismiss any ministerial officer, menial, nurse, or compounder.

10. To order transfers and postings in the non-gazetted establishment.

11. To sanction the grant of promotion or increments to non-gazetted establishment including Sub Assistant Surgeons.

12. To post for duty in the several Medical Institutions, Medical Probationers and Sub Assistant Surgeons.

13. To grant extension of service for not more than one year at a time to non-gazetted subordinates after their attaining 55 years of age and until they complete 60 years.

14. To accept resignations of Sub Assistant Surgeons, compounders, nurses and of ministerial and menial establishments on their fulfilling the terms of their agreement of service.

15. To select candidates for the grant of stipends to undergo training as nurses and compounders.

16. To sanction for his own office, the purchase of articles not exceeding in value Rs.25/- in each case and to get petty repairs to furniture executed, the expenditure being limited to Rs.25/- in each case.

17. To incur expenditure up to the limit of the budget grant on the purchase of Europe and country medicines under the head "Medical Stores".

18. To incur or sanction expenditure within the limits of the provision in the Medical Budget under the following heads.-

Supplies and Services.-

1. Bedding and clothing
2. Diet of patients
3. Funeral expenses.
4. Hospital Necessaries.
5. Purchase of country medicines and medicines not procurable at the Medical Stores.
6. Cost of electric power, X-ray photo charges.
7. Purchase of raw materials

Contingencies.-

1. Repairs to furniture
2. Postage and telegram charges
3. Office expenses.
4. Petty repairs and construction
5. Rents and taxes (Government sanction will be necessary in case of increase of rents).

19. To sanction permanent advances to subordinate officers under Article 102 (2) Mysore Civil Account Code up to the amount advised by the Comptroller as appropriate.

20. To sanction house building advances under Article 161, Mysore Civil Account Code to non-gazetted officers drawing a pay of Rs.150/- and below (vide G.O.No.Fl.149-201/G.F.253-41-3 dated 8-7-1942).

21. To grant permission to subordinate gazetted officers to utilise Christmas and other authorised holidays.

22. To sanction transfers of contingent grants from one head to another in the Departmental Budget provided the expenditure is entirely under the Senior Surgeon's control.

23. To sanction reappropriation of funds from one minor head to another in the Departmental Budget under Article 280 (b) Mysore Civil Account Code.

24. To with hold periodical increments of non-gazetted officers under article 79 of the Mysore Service Regulations.

25. To sanction payment of allowances under article 117 of the Mysore Service Regulations to officers placed under suspension or re-instated after dismissal provided that the extra cost does not exceed Rs.200/- and the period of unemployment through suspension or dismissal does not exceed 6 months.

26. To sanction halting allowances for halts exceeding 10 days under Article 517 of the Mysore Service Regulations to non-gazetted officers of the Department.

27. To authorise road journeys under article 473 (b) of the Mysre Service Regulations.

28. To dispose of applications for change of name of public servants provided their appointments are within his powers of sanction.

29. To sanction the investigation of arrear claims of all officers appointed by the Senior Surgeon under Article 11 note 5 of the Mysore Civil Account Code.

30. To purchase or sanction the purchase of stationery articles locally up to a limit of Rs.20/- under Article 123 of the Mysore Civil Account Code. (Appendices and Forms).

31 To sanction recurring contingent charges subject to budget provision provided the limit of Rs.10/- per mensem is not exceeded under each item and the period of sanction does not exceed two years (Article 111 Note 2 of the Mysore Civil Account Code).

32. To purchase clock of approved patterns of the value of and under Rs.25 within budget sanction.

33. To purchase a pair of shoes for the use of indigent Anglo-Indian inmates of the Mental Hospital at a cost not exceeding Rs.5/- per inmate within budget limits.

34. To sanction in the case of non-gazetted officers the acceptance of rewards offered by private persons or by the public.

35. To sanction in the case of non-gazetted officers the acceptance of honorarium for working in the Co-operative Societies.

36. To confirm probationers of non-gazetted rank after the term of probation is over and the service is approved in vacancies in regularly sanctioned scales of establishments when such appointment is within his powers of sanction.

37. To appoint persons over 25 years of age in exceptional cases.

38. To sanction purchase of topo sheets and taluk maps subject to budget provision.

39. To sanction charges in connection with the publication of hand books and leaflets subject to budget provision.

40. To sanction journeys outside the State in the case of non-gazetted officers.

41. To sanction hot and cold weather charges within an annual limit of Rs.100/-.

42. To sanction payment of advertisement charges for publishing notifications etc., in newspapers within a limit of Rs.25/-.

43. To sanction acceptance of remuneration by officers appointed as Examiners for examinations conducted by the University, the Education Department and Mysore Local Service and Pleaders Examinations in accordance with the fixed scales.

44. To re-employ pensioners on a pay not exceeding Rs.100/- provided both the pension and the pay after re-employment do not exceed the pay drawn by them while last in service.

45. To sanction alterations of dates of birth of the non-gazetted officers who joined the service before 13th October 1921.

46. To permit subordinates to perform road journeys between places connected by rail.

47. To make all appointments and promotions whether permanent or temporary or officiating to non-gazetted posts the pay or the maximum pay of which does not exceed Rs.150/- (vide G.O.No.Fl.149-201/G.F.253-41-3 dated the 8th July 1942).

48. Can order the retirement of superannuated non-gazetted officers whose pay or maximum pay does not exceed Rs.150/-.

49. To sanction increments permanent or acting promotions and other arrangements involving alterations in pay of officials within two years from the earliest date on which they could be ordered (article 11 e of the Mysore Civil Account Code Volume I and G.O.No.Fl.149-201/G.F.253-41-3 dated 8-7-1942).

50. Can sanction bicycle advances for the first and second time to non-gazetted officers on a pay of Rs.150/- and below. Subsequent advances also may be sanctioned at an interval of not less than 5 years between two consequtive advances subject to payment of interest at 6% per annum as in the case of second advances (vide G.O.No.Fl.149-301/G.F.253-41-3 dated 8th July 1942).

51. Can sanction purchase of furniture, instruments, etc., provided the cost of each article does not exceed Rs.100/- (G.O.No.Fl.1922-1990/G.F.109-45-2 dated 27-9-1945).

52. Can sanction provident fund advances not exceeding 6 months pay and also not exceeding Rs.600/- in the case of all officers under him. (vide G.O.No.Fl.149-201/G.F.253-41-3 dated 8-7-1942)

53. Can sanction on his own authority payment of claims on account of Contingent charges including supplies and services preferred even after three months of their becoming due provided the claim is made within the same official year. (vide G.O.No.Fl.149-201/G.F. 253-41-3 dated 8-7-1942).

54. Can authorise payment of travelling allowance claims for March and previous months till the end of the next official year subject to the usual rules of pre-audit (vide G.O. of 8-7-1942).

55. Can order the purchase of bicycles for office use at intervals not earlier than 3 years provided that the cost does not exceed Rs.75/- in the case of each and the purchase is made through the Stores Purchase Committee and also that there is necessary grant available in the departmental sanctioned budget. (vide Government Order of the 8th July 1942).

56. Can hire private buildings for departmental purposes in places where the Public Works Department certifies that no Government buildings are available for the purpose provided that the period for which the building has to be hired does not exceed 2 years, and provided also that the rate of rent does not exceed Rs.25/- per mensem (Vide Government Order of the 8th July 1942).

57. To write off irrecoverable hospital and other charges up to a maximum of Rs.10/- in each case subject to a limit of Rs.50/- per quarter (G.O.No.G.6036-8/Med.154-42-7 dated 13-12-1943).

58. To get the instruments repaired up to a cost of Rs.50/- in each case.

59. To write off or condemn unserviceable articles up to the value of Rs.100/- at a time subject to an annual limit of Rs.500/- (vide G.O. No.G.9249-42/Med.375-41-3 dated 9-2-1943).

60. To incur expenditure under Poor Fund up to a limit of Rs.250/- each at a time. (vide G.O.No.G.311-13/Med.338-39-2 dated 10-7-1940).

61. To write off loss of furniture and instruments up to Rs.50/- each at a time and not exceeding Rs.250/- in a year.

62. To accept donations up to a limit of Rs.1000/- either in cash or in kind and to utilise them to the best advantage of the institution concerned, the conditions stipulated by the donors being accepted as far as possible (vide G.O.No.G.388194/Med.14-42-31 dated 3rd December 1942).

- - - -

For Senior Surgeon

No. PW 10537-38 E.A. 503-15-27

PUBLIC WORKS SECRETARIAT,

Dated, Bangalore, 12th May 1948 194 .

Dear Sir,

With reference to your D.O.No.127-147/47-48 dated 3rd May 1948 re: the expeditions disposal of Government business, I write to state that concrete proposals in respect of matters pertaining to the P.W.D. have been called for from the Chief Engineer for Irrigation and the same will be forwarded as soon as they are received from that officer.

17/5/48

Yours sincerely,

Visvesvaraya
12/5/48

Sri D.K.Srinivasachar, B.Sc.(Hons)
Special Officer for Efficiency Audit,
Bangalore.

D.O.No. 159-167/48 D/ 25-5-48

Dear Sir,

In continuation of D.O. letter No.E.A.127-147/47-8 dated 3rd May 1948 regarding the forwardal of proposals for expediting the despatch of Government business, I am desired to request that ~~a~~ your reply. ~~in that behalf~~ may kindly be expedited.

Yours sincerely,

The Chief Engineers.(2)
The Development Secretary to Govt.
The General Secretary to Govt.
The Law Secretary to Govt.
The Excise Commissioner.
The Chief Conservator of Forests.
The Chief Electrical Engineer.
The Director of Public Health.
(by name)

Sectd of Appl.

Sri.T.Rangamalliah, B.Sc. E-A-523-15-30

GOVERNMENT OF MYSORE.

DEPARTMENT OF CO-OPERATION.

OFFICE OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES IN MYSORE.

D. O. No. 250

Dated Bangalore, 1st June 1948.

Dear Sir,

With reference to your D.O. letter No.127-147/47-8 dated 3-5-1948 inviting reference to D.O. letter No.7078 7115/C.B. dated 1st April 1948 addressed by the Chief Secretary regarding minimising correspondence and thereby expediting the despatch of Government business, I send herewith, a few proposals for implementing the objects of the meeting of the Secretaries to Government and Heads of Departments, held on 8th March 1948.

Yours Sincerely,

Rangamalliah

To

Sri D.K. Srinivasachar, B.Sc(Hons),
Special Officer for Efficiency Audit,
Bangalore.

jsp.31/5.

Proposals for implementing the objects of the meeting of the Secretaries to Government and the Heads of Departments held on 8th March 1948.

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1. Government have in their order No.Fl.149-201 G.F. 253-41-3 dated 8th July 1942 delegated further powers to the Heads of Departments specified in Appendix "O" M.S.R. to make all appointments and promotions, whether permanent or temporary or officiating to non-gazetted posts, the pay or the maximum pay of which does not exceed Rs.150/-. In view of the fact that Government have in their No.F.L.2010-70/S & A 25-47-6 dated 21st September 1947 revised the scale of pay of the appointments of the (i) Inspectors of Co-operative Societies from Rs.40-5-75 and Rs.75-5-125 to Rs.60-5-90-6-120-10-200 and the (ii) appointment of the stenotypists from Rs.40-5-75 to Rs.75-5-100-10-150/EB-10-200 (vide G.O. No.FL.3966-4035/S & A 25-47-45 dated 16th January 1948), further enlargement of powers for filling the vacancies both in the Inspectorate and the appointments of the Stenotypists is necessary. It is therefore suggested that the Heads of Departments specified in Appendix "O" may be further delegated the power to make all appointments and promotions, whether permanent or temporary or officiating to Gazetted posts the pay or the maximum pay of which does not exceed Rs.200/-.

<u>Power under the Mysore Co-operative Societies Act and the Rules framed thereunder</u>.

The Deputy and the Asst. Registrars of Co-operative Societies may be delegated with the power to record the certificates required under the provisions of section 43(c) of the Mysore Co-operative Societies Act and Rule 16 VII of the Mysore Co-operative Societies rules before sending the decisions passed under section 43-A either to the Revenue Authorities, Civil Courts or the Heads of offices.

For Registrar of Co-operative Societies in Mysore, Bangalore.

jsp.31/5.

Submitted

The receipt may perhaps be referred to the spl officer, Efficiency audit

Spl. Off.
1/6/48 A.C. W/C

1/6/48

OFFICE OF THE SPECIAL OFFICER
BANGALORE
5/6/48
FOR EFFICIENCY AUDIT

E-A-530-15-31

E-A. 530/47-48 (21)

Confidential & Immediate

MYSORE FOREST DEPARTMENT.

D. O. No. E/38-620/47

CHIEF CONSERVATOR'S OFFICE.

Mr. D. L. Sathe, M.A., I.F.S., (Retd.),
Chief Conservator of Forests.

Bangalore, Dated 29th May 1948.

CHIEF SECRETARY 64 31 MAY 1948 GOVT. OF MYSORE

Dear Sir,

With reference to your D.O. letter No.7078-7115/C.B. dated the 31st March 1948 forwarding a copy of the proceedings of the meeting of the Secretaries to the Government and Heads of Departments held on the 8th March 1948 and requesting that concrete proposals in the light of discussions held for impementing the objects of the meeting may be formulated so far as they pertain to this Department and sent to the Government, I furnish below my proposals and suggestions in the matter.

To expedite disposal of business requiring the sanction of the Government periodical meetings may be arranged to be held once a month, of the Head of the Department and the concerned Minister and, Secretary to the Government for decisions being taken on matters involving policy, important development schemes and the like.

The Office and Departmental Manuals should be brought up-to-date. In the absence of these reference ~~booked~~ books quick disposal of business is hampered. Proposals for revision of the Forest Manual have already been formulated and submitted to Government with my letter No. R.K. 2-415/44-45 dated 5th December 1947 and further information called for is under submission.

Some of the officials and most of the ~~Forest~~ fresh recruits are altogether ignorant of office methods and rules and of the various stages through which a paper has to pass up to its disposal. A training class for such officials and for all freshly recruited men is necessary to ensure efficiency. This may take the form of a training class for a period of about six months conducted by the Technical Assistant and Manager of my office for about half an hour for three days in the week. Such training would be -

be ~~conclusive~~ conducive to efficiency.

When new schemes of importance are sanctioned Government may view sympathetically proposals of the Head of the Department for extra staff. It now often happens that important schemes are sanctioned by Government without adequate extra staff. This extra work - relating to several such schemes imposes a heavy strain on the existing staff and leads to delays in the disposal of business.

Experience has shown that most of the recruits selected for appointment from the approved list of the Public Service Commissioner do not readily join duty, while of those who do join, some give up after short periods of service. This leaves much too many vacancies unfilled, causes utter disruption and dislocation of work and eventually leads to a surfeit of inexperienced hands which is actually the state of affairs at present. This is one of the principal reasons leading to accumulation of ~~work~~ work in many of the offices in the Malnad Districts and more especially the single clerk Range Offices. The subordinate offices are clamouring for experienced clerks but on account of the difficulties narrated above it has not been possible to comply with their requisitions. This is a basic cause of delay and lack of efficiency, as once the work is allowed to fall into arrears at the source, it ~~beams~~ becomes increasingly difficult to retrieve the position at the upper stages. This has to be remedied first and could be done to some extent, if sanction is accorded firstly to the appointment of local candidates of any community against special vacancies and secondly to the formation of a corps of leave reserve men. This reserve staff will be attached to the offices of the Head of the Department and the Divisional offices at the rate of say one or two for each office. The extra cost on this account will be at ~~the~~ a minimum as a major portion of it can be set off against savings of unfilled up vacancies. The trained clerks and accountants will be posted to vacant places as and when they occur, fresh recruits being entertained in their places.

To ~~procure~~ reduce the volume of correspondence with the Government and ensure quick disposal I would suggest the delegation of more powers to the Chief Conservator of Forests. In the appended statement I have detailed the more important and additional enhanced powers that may be conferred on the Chief Conservator of Forests.

I request you to kindly obtain and communicate the orders of the Government on the proposals at an early date.

Yours sincerely,

D.L. Sahni
28.5.48

Sri V. Vedavyasacharya, B.A.,
Chief Secretary to the Government
of Mysore, Bangalore.

Powers now exercised by the Chief Conservator of Forests as per G.O.No. FI. 149-201/G.F.255-41-3 dated 8-7-42.	Powers to be delegated.
Can make all appointments and promotions, whether permanent, temporary or officiating, to non-gazetted posts the pay ~~of~~ maximum pay of which does not exceed Rs. 150/-.	To make all appointments and promotions, whether permanent, temporary or officiating to non-gazetted posts the pay or the maximum pay of which does not exceed Rs. 250/-
Can order the retirement of superannuated non-gazetted Officers whose pay or maximum pay does not exceed Rs. 150/-	To order the retirement of superannuated non-gazetted officers whose pay of maximum pay does not exceed Rs. 250/-
Can sanction increments, permanent or acting promotions and other arrangements involving alterations in pay of officials, within two years from the earliest date on which they could be ordered (Art. 11(e) Mysore Civil Account Code Vol. I).	"Three years" may be substituted for " two years".
Can sanction house building advances to non-gazetted officers drawing a pay of Rs. 150/- and below.	"Rs. 250/-" may be substituted for "Rs. 150/-".
Can sanction purchase of furniture, instruments etc., up to Rs. 50/- in value (Sl. No. 25 in Appendix XII to the Mysore Civil Account Code, Vol. I)	"Rs. 100/-" may be substituted for "Rs. 50/-".
Can sanction Provident Fund Advances not exceeding six months' pay and also not exceeding Rs. 600/- in the case of all officers.	"Rs. 1,000/-" may be substituted for "Rs. 600/-"
Can order the purchase of bicycles for office use at intervals not earlier than three years, provided that the cost does not exceed Rs. 75/- in the case of each and the purchase is made through the stores purchase committee and also that there is necessary grant available in the departmental sanctioned budget.	Limit of cost may be eliminated.

P.T.O.

Can hire private buildings for departmental purposes in places where the public works department certifies that no Government buildings are available for the purpose provided that the period for which the building has to be hired does not exceed two years and provided also that the rate of rent does not exceed Rs. 25/- per mensem.	"Rs. 50/-" may be substituted for "Rs. 25/-".
Can sanction temporary establishments not exceeding Rs. 50/- in each case for a period of 12 months chargeable to Conservancy and Works (Item No. 2 on page 24 of the Manual of Office procedure in the offices of Chief Conservator and Conservator of Forests, Shimoga Circle.)	"Rs. 100/-" may be substituted for "Rs. 50/-"
Can sanction leave up to two months in the aggregate during an extension of service to a non-gazetted officer without reference to Government provided such leave was at his credit and had been formally applied for in sufficient time before the date of superannuation and refused in ~~working~~ writing by the sanctioning authority in the interests of Government work (Art. 147. M. S. R.)	"Six months" may be substituted for "Two months"
Can sanction privilege leave and furlough either by itself or combined with other leave to Gazetted Officers provided the total period does not exceed two months; can make in charge arrangements in consequential vacancyes and sanction the charge allowance admissible under the M. S. R. in such cases (G.O. No. Fl. 5920-5970-G. F. 184-46-2 dated 7-2-1947)	To sanction leave up to a maximum of six months to Sub Assistant Conservators and make in charge arrangements provided such arrangements involve no promotions of Rangers to the rank of Sub Assistant Conservators-.
	To sanction leave to all Non-Gazetted Officers from the date of superannuation up to a maximum period of six months provided such leave had been formally applied for and refused in writing in the interest of Government work and the leave was at his credit.

28.5.48

Chief Conservator of Forests.

E.17.S31-10-32

(22)

Mr. K. SUBBA RAO, B.A.,
Excise Commissioner in Mysore.

NEW PUBLIC OFFICES,

Dated Bangalore, 29th May 1948.
31st

D. O. No. B1-2604/47.
Encl. three

Dear Sir,

With reference to your D.O.letter No.7078-7115/C.B.dated 31st March 1948 and subsequent reminder thereto dated 3rd May 1948 re: forwardal of concrete proposals about expediting despatch of Government business, I write to state that I agree with the Comptroller to Government that more powers should be delegated to the Heads of Departments for disposing of the routine work with a view to avoid frequent references to Government, as the volume of work in all the Departments has increased enormously and much of the delay occasioned by frequent references to Government could be avoided. I am also enclosing statements showing the powers delegated to the Excise Commissioner in the several departments both under the Acts and the Account Code and the enhancement of powers asked for. I request that orders of Government on these proposals may kindly be obtained.

As pointed out during the discussions, the delay in the disposal of records is also partly due to the scarcity of trained staff and to the non-availability of up-to-date Office Manuals. I am taking necessary action, as suggested, to rectify these defects.

As regards complaints from the public about the delay in the disposal of business, I may state that there is no direct dealing with the general public in the several Departments under my control. Necessary instructions have however been issued for expeditious disposal of records.

Yours sincerely,

K Subba Rao

Sri V. Vedavyasacharya, B.A.,
Chief Secretary to the Government of
H. H. The Maharaja of Mysore,
Bangalore.

OFFICE OF THE SPECIAL OFFICER
BANGALORE
5/6/48
FOR TECHNOLOGY AUDIT

POWERS OF THE EXCISE COMMISSIONERS IN MYSORE (UNDER

Existing Powers.	Reference to Government Order.	
(1) APPOINTMENTS:-		
(a) Power to appoint, transfer and grant leave to all Inspectors and Probationary Inspectors. The appointment of Inspectors on pay of Rs.100/- and above will be subject to the approval of Government. (b) Power to appoint and transfer:- (1) Ministerial and menial Establishment in his own office and in the Mandya Distillery including the Executive Establishment in the latter, and (2) Head Clerks of the Excise Branch of the Deputy Commissioners' Offices on a pay of Rs.50-5-80 or more. The appointment of officials on Rs.100/- and above will be subject to the approval of Government. (c) In regard to punishments, full powers in respect of all the above officials.	Delegation of powers by Government under Section 4(g) of Mysore Excise Act.	Und
(2) REWARDS:- The Excise Commissioner is now empowered to award rewards upto a limit:- (1) in any case in which a penalty or confiscation has been adjudged, to the limits of the amount of value of the confiscated article or fine or Rs.100/- whichever is less, & (2) upto Rs.50/- in other cases in which convictions have been secured but in which no penalty or confiscation has been realised.	Govt.Notification No.167/ Ex.F-21-95 dated 29th September 1902.	Th Th

mdm.

DELEGATION OF FURTHER POWERS TO THE REGISTRAR OF JOINT STOCK COMPANIES IN MYSORE AND SUPERINTENDENT OF INSURANCE

Existing Powers.	Reference to Government Orders.	Enhancement of powers proposed.
REFUNDS:-		
To sanction refunds upto Rs.200/- at a time in respect of fees for Registration of Companies and other micellaneous receipts.	G.O.No.1 & C.3193-4/ I.& C.110-24-2 dated 11-11-1924.	... In view of the fact that the maximum amount of the Registration fee to be realised in each case is not Rs.1,000/- under (1) Companies Act, (2) Insurance Act, (3) Societies Registration Act and) under Partnerships Act, Government may be requested to empower the Registrar to sanction Refunds upto Rs.1,000/-.
GENERAL POWERS:- APPOINTMENTS:-		
Under G.O.No.Fl-149-201/G.F.253-41-3 dated 8-7-1942 Heads of Departments have been empowered to appoint and promote officials to non-Gazetted posts carrying a pay upto Rs.150/-.	..	... As the revised scales of pay range upto Rs.175/- now, as sanctioned by Government in G.O.No.Fl-2010-70-& A.25-47-6 dated 21-9-1947, the pay of the Manager being raised to Rs.125-10-175, Government may perhaps be requested to empower the Registrar to appoint and promote officials to non-Gazetted posts carrying a pay upto ~~Rxxxx~~ Rs.175/- so as to cover all appointments which come below the said maximum.

Registrar of Joint Stock Companies
& Superintendent of Insurance.

mdm.

Confidential

E-A-534-15-33

D.O. No. P. 4016.

B. RISHNASWAMY CHETTY, Esq., B.E.
Superintendent.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,

Bangalore, dated ....3rd June,..... *1948*.

OFFICE OF THE SPECIAL OFFICER FOR EFFICIENCY AUDIT, BANGALORE. 9/6/48

Dear Sir,

With reference to your D.O.No.7078-7115/C.B. dated 31st March 48 forwarding a copy of the proceedings of the Meeting of Secretaries to Government and Heads of Department held on 8th March 48, and requesting that concrete proposals in the light of discussions held for implementing the objects of the meeting may be formulated, I write to state that due to pressure of work, I could not send my proposals early.

I agree with most of the suggestions made by the Director of Industries & Commerce and other Heads of Departments in the meeting. I wish to emphasise the need for holding periodical meetings by the Minister once a month to enable decisions being taken on important matters. Formerly the number of references made to Government by this department was small. But for some year past due to ever increasing activities of this department, the number of references made to Government have increased. In several cases it is observed that Government orders sanctioning proposals of this department are received in this Office after a long delay. This could be avoided if monthly meetings of Heads of Departments with the Minister are held once a month, wherein decision on important matters can be taken.

The Manuals of the Government Press and Allied Offices have to be revised and brought up-to-date. Recommendation has been made to Government in this Office letter No.P. 3405 dated 3.4.1948 for holding examination on Press and allied Offices manuals, after revising the manuals.

Training classes for recruits and beginners should be held in this department also. Many of the newly recruited candidates are not conversant with the Office procedure and it is essential that such candidates should be given instructions so that they may have sufficient knowledge of rules etc., contained inPress and allied Office manuals. Due to paucity of P.S.C.lists, III Division clerks

P.T.O.

are being appointed against II Division posts. These III Division clerks can turn out only a limited quantity of routine work. Hence it is essential that training classes should be conducted on the same lines as in other departments.

I also agree with the Director of Public Instruction that there should be 12½% leave reserve in the Ministerial Establishment. As there is dearth for skilled workmen, the question of leave reserve for the Technical establishment, which is also very important can only be solved if sanction is granted for an elaborate system of stipendiary apprentices in all section of the Press, with suitable staff to train them.

Yours sincerely,

3/6/48.

To

Sri. V.Vedavyasacharya, B.A.,
Chief Secretary to Govt. of Mysore,
Bangalore.

Sk.

C. F. No. 45]

GOVERNMENT OF MYSORE

(24)

Tele gram / phone

OFFICE OF
the Director of Public Health
in Mysore, Bangalore.

No. C124-143/47.8.
Encls. Two only.

Date 31st May 1948.

To

The Chief Secretary to Government,
Bangalore.

CHIEF SECRETARY 8/CB 7 JUN 1948 GOVT. OF MYSORE

Sir,

With reference to your D.O. letter No.7078-7115/C.B. dated 31-3-1948 requesting to formulate and send concrete proposals in the light of the discussions held at the meeting of the Secretaries to Government and Heads of Departments, for implimenting the objects of the meeting, I have the honour to enclose herewith a list of items which may be decentralised so as to avoid delay and to enable prompt execution of works in the Department.

I have the honour to be,
sir,
Your most obedient servant,

Director of Public Health.

bsn.

Spl. officer, Efficiency Audit

E.A. 552-15-34

OFFICE OF THE SPECIAL OFFICER FOR EFFICIENCY AUDIT BANGALORE 12/6/48

16.6.48.
16/6/48

Additional powers (that may be) delegated to the +Director of Public Health in Mysore.

BUDGET GRANTS.

1. Can sanction re-appropriation of grants from one minor head to another upto the maximum amount available (so that the amount sanctioned for Department may be fully utilised, instead of approaching Government for additional grants under one head while the amount sanctioned under some other head will lapse.)

2. +Can permit expenditure connected with Health Exhibitions held in the Dasara Exhibition and other parts of the State.

3. Can permit purchase of equipment and accessories required in connection with the cinema equipment.

4. Can permit repair charges of the Cinema Van and lorry in the Mandya Health Unit, accepting the lowest quotation.

5. Can permit purchase of equipment connected with malaria control work and microscopes within the budget grant.

6. Can sanction purchase of typewriters, clocks and time pieces to the newly sanctioned Health Units wherever necessary.

7. Can sanction purchase of bleaching powder, cyanogas dust, D.D.T. Paludrine, quinine pills etc., to any amount, provided for the purchase of the above without reference to Government or Stores Purchase Committee; Government being approached only in cases where additional grants are required.

8. Can sanction supply of uniforms to Nurses, Midwives, Compounders, Vaccinators and menials, overalls, aprons, towels etc to Doctors and Laboratory Attendants working in the Public Health and Vaccine Institute.

ACCEPTANCE OF TENDER.

Can accept tenders for the supply of Apparatus and Chemicals and Sundry articles to the Public Health Institute and Calves and experimental animals, feeding charges and sundry articles to the vaccine Institute and to convey approval to the deviation from tender system in urgent cases.

APPOINTMENTS.

Can appoint within the sanctioned scale, subordinate ministerial and executive of non-gazetted ranks though their pay may exceed Rs.200/- maximum.

TRANSFERS.

Can transfer Second Class Health Officers, copies of transfer orders being sent to Government.

LEAVE.

Can sanction privilege leave and furlough either by itself or combined with other leave to Gazetted officers upto a maximum of 3 months and make in charge arrangements in their places and sanction the charge allowance admissible under M.S.R.

DISMISSALS.

Can suspend or dismiss any person appointed by the Director of Public Health and can accept resignations, previous approval being obtained in the case of officials whose pay exceeds Rs.200/-.

RETIREMENTS.

RETIREMENTS. Can order the retirement of superannuated non-gazetted officers whose pay or maximum pay does not exceed Rs.250/-.

HEADQUARTERS OF HEALTH UNITS.

Can fix the headquarters of the Health Units both Secondary and Primary.

HOUSE BUILDING ADVANCE.

Can sanction House Building advances to all non-gazetted officers both ministerial and executive.

ARREARS CLAIMS.

Can santion payments of arrear claims relating to pay and allowances upto a maximum period of 2 years.

MISCELLANEOUS.

1. Can order hiring of private buildings for the Health Unit offices upto a maximum of Rs.30/- and for the District Health Offices upto a maximum of Rs.50/-

2. Write off, cost of articles broken, unserviceable or lost subject to the condition that the amount so written off in a year in the case of each office does not exceed Rs.500/-.

3. Write off unrecoverable advances of labour upto a limit of Rs.200/-.

4. Can sanction purchase of technical books and also permit subscriptions for periodicals.

5. Can sanction refunds.

6. Can sanction the printing of departmental gradation lists either at the Government Press or at private presses.

7. Can sanction extension of service to non-gazetted subordinaes for a definite period upto but not beyond the age of sixty years.

8. Can order re-employment of pensioners on pay not exceeding Rs.200/- provided both pension and pay after re-appointment do not exceed the pay drawn by them, while last in service.

9. Can sanction cart hire charges as per the prevailing rates in the malnads and maidans in the several parts of the State.

10. Can sanction purchase of cyclostyle machines for use in big offices like Mandya and District Health Offices.

11. Can sanction purchase of diaries for the use of Executive Officers, Health Officers, Assistant Medical Officers of Health, sanitary Inspectors, Nurses, and Midwives and important Ministerial officers.

12. Can order meeting the lunch charges incurred at the meetings of the Public Health Board, Central Nutrition Advisory Committee and of Departmental officers.

13. Can get printed in the Bangalore Press the Departmental forms required for use in the Public Health Institute in the Bureau of Vital Statistics and in the several Health Units.

14. The Director of Public Health will also exercise the powers delegated to Heads of Departments under the standing orders of Government without prejudice to the above.

B. Balkamney

Director of Public Health.

This subject is since being dealt with in the Office of the Special Officer Efficiency Audit, in which the letter from Director of Animal Husbandry Services will be transferred

spe. officer
S.A.
WC

CKD
31/1

31/1/49

31.1.49

2.2.49

N.B.— Should routine notes be written on small sl
the notes must be copied, or slips pasted on this fo

2482
CB
25

GOVERNMENT OF MYSORE

Department of ~~Veterinary~~ & Animal Husbandry ~~Services~~

Telegraphic Address:
"Veterinary" Bangalore
Telephone: 2831

Office of the Superintendent ~~of Veterinary~~ & Animal Husbandry ~~Services~~ Dept.,
in Mysore,
Bangalore, dated 14.10. 1948.

No. 14 A. 127-65-6 /47-8

From

DR. P. M. NARAINSWAMY NAIDU, B Sc., L V P,. Sc.D (GER.), F.F.A.S. (FR.),
Superintendent of ~~Veterinary~~ Animal Husbandry
Services in Mysore, Bangalore.

To

THE CHIEF SECRETARY TO THE GOVERNMENT
of His Highness the Maharaja of Mysore,
Bangalore.

CHIEF SECRETARY
CB
16 OCT 1948
GOVT. OF MYSORE

Subject:— Measures for expediting disposal of Government business.

With reference to your D.O.No.6439-68 C.B. dated 5-3-1948 calling for concrete proposals in regard to the expeditious disposal of correspondence and for accelerating the activities of this Department, I have the honour to forward herewith the following proposals on the several aspects of urgent practical needs of this Department for the consideration of Government:-

1. Additional Staff (Ministerial).

While the Department has accounted for a rapid alround expansion of all its activities since its bifurcation from the Agricultural Department, a corresponding increase in the strength of the ministerial staff has not been made, in order to cope with the enormous increase in the volume of work. As may be evidenced from the comparison of the budget of the Department for the year 1944-45 which was Rs. 8,50,000 prior to the bifurcation of this Department from the Agricultural Department, with the current year's which is Rs. 21,42,000, the normal activities of the Department apart from those connected with the Post-war Developmental Schemes have increased enormously and out of all proportions to the originally sanctioned Ministerial staff at the time of bifurcation. In spite of all earnestness on the part of the Department in bringing to the

....0.

the notice of Government the need and urgency for augmenting the essential ministerial staff, vide correspondence ending with this office letter No. Est.358/46-7 dated 13-5-47 to the General Secretary to the Government of Mysore, only two hands (one Clerk on Rs.30-$\frac{5}{2}$-60 and another Typist on Rs. 40-4-60) were sanctioned in G.O.No.RF 7269-70/RH 151-44-2 dated 19-6-47, while sanction was sough for at least 8 additional hands. It was again submitted for the consideration of Government in this Office No. ES 358-/~~47-48~~ 1718/47-48 dated 4-10-47 that the two posts with their low pay as sanctioned were short of the requirements of the Department, as experienced or competent men could not be secured on the low pay and that at least eight senior Clerks for managing the clerical work of the several Post-war Schemes in addition to the two new Sections, Viz., Fisheries and Bee-keeping attached to this Department, one senior Clerk to attend to bills and correspondence of Hessarghatta Grass Farm, whose administrative control has since been transferred to this Department and one senior Steno-typist, in all ten Clerks were asked for. This proposal is once again urged for the consideration of Government for the following reasons, though it was not favourably viewed then, vide letter No.RF 2489 - dated 8-12-47 from the General Secretary to the Government.

(a) With the enormous increase in the normal activities of the Department and the incorporation of three new Sections, Viz., Fisheries, Bee-keeping and Hessarghatta Grass & Stud Farm, the strain on the existing staff has definitely increased to an extent that it has practically resulted in the accumulation of arrears and inefficient disposal of work, apart from the non-maintenance of any -- records system for lack of hands.

(b) The marginally* noted Post-war Schemes and the Indian Council of Agricultural Research Schemes which have already been implemented and are now operating do not include any special --

special ministerial staff for the Head Office, while as a matter of course, the Superintendent, handicapped as he is without responsible deputies or a special establishment, issues not merely simple directions, but also detailed instructions to subordinate offices at various stages and in several aspects of implementing the Schemes, which has necessarily thrown unduly heavy work on the staff at the Head Office.

1. Training of Veterinary personnel.
2. Opening of rural Veterinary Dispensaries.
3. Livestock Improvement Scheme.
4. Starting of Sheep Farms in each District.
5. Starting of Sheep Breeders' Association in Tumkur, Chitaldrug & Kadur Districts.
6. Sheep Breeding Expansion, introduction of subsidised flocks in the State.
7. Establishment of breeding farms for milch goats.
8. Control of parasitic diseases among -- cattle and sheep.
9. Development of bee-keeping in the State.
10. Development of large scale poultry farming in the State.
11. Establishment of Government Duck Farms in the State.

(c) As regards the necessity for sanctioning the additional post of a senior clerk at the Head Office, exclusively for the purpose of attending to correspondence and indents and for scrutinising the bills and accounts of the Hessarghatta Grass Farm, whose administrative control has been very recently transferred to this Department, I am to state that the necessity is as obvious as it is urgent, not merely for facilitating the disposal of correspondence at the required level of efficiency on the administrative side, but also for exercising the controlling Officer's duties and responsibilities satisfactorily on the financial side. The budget of the Hessarghatta Grass Farm being Rs. 80,400/- is large enough to justify the post.

(d) Further while two new Sections, Viz., the Fisheries and the Bee-keeping Sections have been transferred to the control of this Department consequent upon the bifurcation of the latter from the Agricultural Department, a corresponding increase in the ministerial staff of the head office has not been made, with a view to enable this office to attend to the enormous additional

additional work which it has obviously involved.

(e) What is true of the Head Office is also true of the subordinate offices. In view of implementing the several Post-war developmental Schemes sanctioned by Government, work has considerably increased in the subordinate offices as well and it is therefore necessary to increase the clerical staff of the -- subordinate offices including those of the District Veterinary & Livestock Officers by at least two more hands for the sectional offices and one more hand to the District Veterinary & Livestock Officers' offices.

2. Leave Reservists.

As pointed out by the Director of Public Instruction and the Comptroller during the discussions at the meeting held on 8-3-1948, some provision is necessary for leave reservists. In cases of large clerical establishments, I am to specially emphasise on this need. As my office consists of an establishment of 25 ministerials excluding the Manager, it is a matter of practical experience again that two or three Clerks are usually on leave with no experienced substitutes to take their place, but only resulting in a serious disturbance of the normal work. Therefore, it is urged here that at least three leave reservists may be -- sanctioned to this office as a permanent measure, in addition to the general strength in the clerical staff as requested.

3. Delegation of additional powers to the Superintendent.

With a view to the expeditious disposal of correspondence and administrative matters, the delegation to the Superintendent of certain additional powers that are being generally exercised by the Heads of Departments was stressed for in this office No.H.A.127-654/47-48 dated 2-12-1947 and in reply, Government -- have since called for, separately, further proposals for such of

of the powers as were being exercised by the Director of Agriculture and are now necessary to be delegated to the Superintendent. I therefore submit herewith in a tabular form, the additional powers that are felt quite essential for the efficiency of the Departmental administration - vide Appendix "A". I am to further point out that the Director of Agriculture and the Chief Commandant were freely exercising the powers delegated to certain heads of Departments specified in Appendix XXII - M.C.A.C. Vol.I., with regard to expenditure under Contingencies and those specified in Appendix "O" of Mysore Service Regulation with regard to service rules. As my present functions in respect of the several Sections under my control are identical to those of the above officers when the Sections were under their administrative charge, it is necessary that the powers exercised by them should also be vested in me for the efficient and expeditious discharge of duties connected with these Sections.

4. Decentralization of powers.

Decentralization of certain powers invested with me is another prominent question that is assuming a serious proportion in the administration facilities of the Department. With the bifurcation and rapid development of the Department, it is being realized that between the Sectional Officers directly in charge of Administration and the Head of the Department who is directly responsible to the Government in the Departmental Administration, there is a serious missing of a link in the offices of Deputies to the head of the Department, as it is obtaining in most of the development departments. These deputies should be officers of suitable status invested with certain powers of the Superintendent, so that the Head of the Department may find time and facilities to enable him to bear his superior intellect in the administrative direction towards the efficient development of the Department, which is otherwise

otherwise impracticable in the existing circumstances, on account of their very nature in the bulk of the routine and other duties of minor responsibilities, which is taking away all his time. In this connection I have to bring to the kind notice of Government that this Department has grown considerably and has yet to grow in its magnitude by virtue of the manifold activities taken up, which may be broadly classified under Veterinary and Livestock. It is necessary that there should be a Deputy for each one of these sub-divisions with a view to devote to the routine and other normal duties relating to them expeditiously and thereby enable the head of Department to attend to the developmental and constructive aspects of Veterinary and Livestock matters in the State.

Further it is prominently brought to the notice of Government that it has not been found practicable for me, mostly for want of time, to pay surprise visits and undertake test inspections of the Veterinary Institutions which number 161 at present and are expected to increase to [illegible] during the next two years about 205 in the State and some other important subordinate offices besides the several cattle, sheep, poultry, fish and bee farms, though I am quite aware that the inspection feature is an indispensable factor in the expeditious disposal of matters and efficiency of administration. Their duties would constitute an important portion of the responsibilities of the Deputies when sanctioned.

Pending the submission of definite proposals regarding the appointment of such deputies, it is still obvious that the following powers invested in me may be further delegated to the District Veterinary & Livestock Officers and other Sectional Officers:-

1. Dt.Vety.& Livestock Officers.	To countersign contingent bills of Vety. Inspectors in addition to T.A.Bills now being done.

2. Sheep Expert	To countersign Contingent and T.A. bills of Sheep Inspectors and Secretaries of Sheep Breeders' Associations.
3. Fisheries Officer.	To confirm auction of Fisheries up to Rs.500/- without reference to the Superintendent. Government have already been addressed in the matter - vide this office No.C2-3/86/47-48 dated 14-7-1947.

5. Non-supply of required stationery.

For the efficient and quick disposal of matters prompt supplies of adequate quantities of stationery are very essential. In this connection I would like to bring to the notice of Government that the annual indents of the required stationery are not being supplied regularly and in required quantities to the subordinate Sectional Officers by the Superintendent, Government Stationery Depot and reminders have not eased the situation. In one instance (the District Veterinary & Livestock Officer, Mysore), it is reported that no stationery articles have been supplied for the past three years. As several new offices have come into being in connection with the implementation of the various Post-war Schemes, the relative voluminous correspondence which they have necessitated, cannot be carried on without the essential quantities of the stationery articles. I request that I may be authorised to purchase the needful stationery from the approved Firms directly, when stationery are not supplied by the Government Stationery Depot.

6. General Revision of Gazetted and Non-Gazetted Officers' pay in the Department.

The revision of pay of the Gazetted Officers and Sectional heads of this Department bears no comparison with the pay of the officers of corresponding status obtaining in other Departments, though the duties and responsibilities of the Gazetted Officers of this Department are in no way less arduous and exacting than those of the other Department. A comparative Statement of the

p.t.o.

the revised grades of the Gazetted Officers of this Department as well as the grades now obtaining for the Gazetted Officers of other Departments is enclosed separately, (vide Appendix "B") for kind perusal and consideration of Government for sanctioning -- suitable grades to the officers of this Department at least on a par with those of the other Departments, not to speak of any of the existing grades obtaining for the officers of the Veterinary Department in the neighbouring Province of Madras, which are about double the revised grades of similar posts in this State. This disparity in the two grades of officers of corresponding status in the other Departments in the State, has given scope for legitimate grievance and discontentment among the rank and file of the Gazetted staff in this Department and is not conducive to progress. I therefore request that their grades may be suitably modified.

As regards the revision of pay of Non-Gazetted staff in the two Departments, the following appointments are contrasting in their sanctioned pay despite the qualifications being identical and therefore which requires needful remedy:-

Vety.& A.H.Department.	Revised pay.		Revised pay.
1. Office Manager. ..	120-6-150/-.	1. Office Manager, Agricultural Dept.	Rs.170-10-250/-.
2. Bee-keeping Demonstrators. ..	30-3-45/.	2. Stockmen, Animal Husbandry Department.	Rs.50-5/2-90.
3. Demonstrators. (Sheep Section.) ..	30-1-40-2-50 (Revised)	3. -do-	
4. Sheep Inspectors. ..	50-5-100/-	4. Agricultural Inspectors.	Rs.55-5-100-10-150.
5. Bee-keeping Organisers.	75-10/2-125.	5. Fishery Inspectors.	100-10-50.

Unless this disparity is removed it is hardly possible to evoke any interest and zeal in the subordinates, apart from the problematic question of securing the required efficient hands particularly among the Sheep Inspectors and Demonstrators and other lower subordinate executive staff for implementing the numerous Post-War Schemes -- sanctioned for this Department.

7. Compilation of Departmental Manual.

The lack of a Departmental manual is an important handicap in the efficient administration of the Department. Proposals for compiling the Departmental Manual had been submitted to Government in accordance with the observations of the Director of Efficiency Audit. But since it involved the sanction of additional staff, it was observed by Government - vide General Secretary's letter No. A.F 2459 dated 6.12.47 that this work should be undertaken by the existing staff. As it is again a matter of -- practical difficulty for the existing staff, far too inadequate even for attending to the routine duties, the question of compiling the Departmental Manual is lying over. The importance of taking up this work and the urgent necessity of sanctioning the proposal for the required additional staff is again brought to the notice of Government for consideration and needful orders.

8. Constitution of a Financial Section.

The formation of a separate financial Section was sanctioned by Government - vide G.O.No. Fl 6558-61/G.F.204-46-3 dated 4.3.47 for both the Agricultural Department and the Veterinary & Animal Husbandry Department just prior to the bifurcation of the two Departments. But on account of the inherent difficulty and impracticable nature of availing of the assistance of a common Financial Section by two independent Departments simultaneously, the question of having a separate financial Section exclusively for the administration of this Department was deferred - vide G.O. No. Fl 2095/G.F-204-46-9 dated 23.9.1947, with the observation that the provision of a Financial Section separately for this Department would be considered at a later date. The need for a Financial Section has become very keen now in view of the increase in the Budget provision and the several activities taken up and a separate proposal is under submission to Government in this behalf.

APPENDIX-A.

POWERS DELEGATED TO HEADS OF DEPARTMENTS & OTHER OFFICERS.

Appendix XXII M.C.A.C. Vol. I.

(A) Powers relating to Establishment:

Reference to Sl.No.of Appendix XXII:		
Appointments.		
Sl.No.10:	Heads of Departments detailed in Annexure.	(a) To re-employ pensioners on pay not exceeding Rs.150/- provided both the pension and the pay after re-employment do not exceed the pay drawn by them while last in service (Article 341 M.S.R.).
		(b) To appoint Veterinary Inspectors, Sheep Inspectors, Fishery Inspectors Bee-keeping District Organisers, Stockmen, Poultry Inspectors, and Bee-keeping propagandists etc., in the existing vacancies temporarily on acting basis on their minimum pay.
Punishments.		(1) To fine, suspend and dismiss all subordinates appointed by him.
		(2) To fine and suspend Veterinary Inspectors and other Non-gazetted staff appointed by Government.
Transfers.		(1) To transfer Non-gazetted Officers in the Department.
Leave.		
Sl.No.29:	Heads of Departments detailed in annexure.	(c) To sanction leave up to 2 months, in the aggregate during extension of service to Non-gazetted officers (Art.150-A. M.S.R.)
Pay & Allowances.		
Sl.No.38:	Heads of Departments.	(a) To sanction charge allowances to Non-Gazetted Officers under the M.S.R.
Miscellaneous.		
Sl.No.51:	Heads of Departments.	(a) To sanction extension of service to Non-Gazetted Officer under Article 308 (b) M.S.R. upto but not beyond the age of 60 years.
		(b) To order the retirement of super-annuated Officers under them whose pay is Rs.100/- or less (Art.308 (d) M.S.R.)
Sl.No.54:		(c) To dispose of applications for change of name of Public servants provided their appointment is within the powers of sanction of the Head of the Department concerned.

Sl.No.55:	Director of Agriculture.	(a) To retain the cases of transfers of Veterinary Inspectors in-charge of Livestock Farms both the relieving and the relieved officers in one place for a period not exceeding 5 days subject to the following condition:-
		(i) No additional expenditure other than the usual travelling allowance should be incurred on account of the retention of the two Inspectors in one place for the period.

(B) Powers regarding Contingent charges:

Sl.No.1:	Heads of Departments, detailed in Annexure.	(a) To purchase or sanction purchase of stationery articles locally upto a limit of Rs.20/- within budget grant (item No.41 of Appendix XII).
		(b) To purchase clocks and time-pieces of approved patterns of value of and under Rs.50/- within budget provision.
Sl.No.2:	-do-	(a) To sanction recurring contingent charges subject to budget provision, provided the limit of Rs.25/- p.m. is not exceeded under each item and the period for which they are sanctioned does not exceed two years (Art.111).
		(b) To sanction charges in connection with the publication of hand books and leaflets subject to budget provision.
		(c) To sanction hot and cold weather charges within an annual limit of Rs.200/-.
Sl.No.3:	-do-	(a) To sanction permanent advances for Contingent expenditure to subordinate officers under Art. 102 up to the amount advised by the Comptroller as appropriate. When there is any difference of opinion between the Comptroller and the Head of the Department, the matter should be referred for the orders of Government.
		(b) To sanction re-appropriation of contingent grants within the same minor head in their departmental budget, upto a limit of Rs.500 (Art.95).
Sl.No.3-A:	Heads of Department in Annexure (B).	To sanction re-appropriation of grants in the Departmental budgets under contingencies (including special charges) and

and travelling allowances between detailed heads within a minor head up to a limit of Rs.2,000/- (which shall be the maximum amount that can be transferred in the course of a Financial year) subject to the General rules of Re-appropriation (laid down in Articles-278-83, M.C.A.C. Vol.), and to the rules mentioned below (i) that the Head of the Department has power to sanction the expenditure which requires the provision of funds (ii) that the re-appropriation does not involve the undertaking of a recurring liability. (iii) that the re-appropriation has not the effect of increasing the expenditure on an item the provision for which has been specifically reduced by a vote of the Legislative Council; and (iv) that the re-appropriation does not involve a transfer between voted and non-voted heads.

Sl.No.24: Senior Surgeon.

To incur expenditure of the following nature:-

5. Hospital Necessaries.
6. Purchase of country medicines and medicines not procurable at the Medical Stores. Instruments up to Rs.500/-.

Sl.No.30: Director of Agriculture.

(a) To carry out works (estimated to cost Rs.2,500/- to Rs.4,000/-) or under to the extent of the provision under the supervision of the Departmental - Engineer, subject to the instructions of the Superintendent.

Estimates above Rs.1,000/- (from Rs.1000 to Rs.4,000/-) prepared by the Engineer will be scrutinised by the Executive Engineer of the Division concerned.

(b) To sanction original works upto Rs.1500 and repairs upto a limit of Rs.500 in each case.

(e) To purchase seed grains and agricultural implements up to Rs.500/- without previous sanction of Govt.for the purposes of Livestock Farms.

(f) To purchase furniture within the limits of the sanctioned allotment in the - budget.

(g) Note: Repairs up to Rs.250/- to laboratory appliances, machinery and other equipment.

(h) To have repairs to tents carried out annually without previous reference to Government.

To purchase Library books and text books to students of Veterinary College after calling for quotations within the limits of budget provision for the purpose.

(m) To incur expenditure on account of New Papers and periodicals for the Department at a total cost of Rs.1200 a year.

(p) To engage subject to budget provision being available buildings for the temporary or permanent occupation for the use of the Veterinary Institutions and Departmental offices, the rent of which does not exceed Rs.40/- p.m. in each case.

Appendix XXII B.

Director of Agriculture.

(r) To allow at his discretion his Department to take part in the District Board Exhibitions subject to the expenditure in each case being limited to Rs.100/-, the cost being met from the allotments of the Department.

(t) To spend without the previous approval of Government in each District, from the District Board allotments, a sum not exceeding Rs.50/- a year for the purpose of purchase of Silver Photos and Silver medals for distribution of prizes at the District Conferences.

Sl.No.32: Superintendent, Amritmahal Department.

(d) To repair tanks and kattes in Amrit Mahal kavals and construct and repair buildings up to a cost of Rs.250/- in each case, including stockades.

(a) To sanction purchase of carts and bullocks for the several sections of the Department subject to budget provision.

(c) Powers regarding refunds.

Sl.No.19: Director of Agriculture.

To sanction refunds of amounts which are credited to heads of accounts in the fisheries section but over which Government cease to have a claim by reason of cancellation of sale or other similar circumstances.

(d) Powers regarding writes off.

Sl.No.8: Chief Engineer.

(c) To write off irrecoverable balances of revenue or other items not exceeding Rs.50/- in each case.

Sl.No.10-A:	Director of Agriculture.	To write off value of dead breeding bulls, horses, and also bullocks, poultry, sheep and other livestock. To sanction writes offx of shortage and wastage of food grains, feed articles and stocks upto 10 percent. (To sanction writes off of shortages in Farm produce upto a limit of Rs.100/- in each case.)

New additons.

1. To write off irrecoverable amounts of stipends paid to Stockmen and Compounders up to Rs.50/- in each case including Bee-keeping Demonstrators.

2. To write off value of time expired biologicals.

3. To purchase feed articles upto any amount under purchase rules, subject to budget provision, without reference to Stores Purchase Committee after calling for tenders, where necessary.

4. To sell livestock x to Sections within the Department by Book adjustment at book value.

Sl.No.31:	Superintendent, Government Gardens.	(d) To engage temporary labour and watchmen up to Rs.1-8-0 daily and monthly Rs.20/- from the sanctioned budget.

P. N. Narainappa

SUPERINTENDENT,
ANIMAL HUSBANDRY DEPARTMENT IN
MYSORE, BANGALORE.

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hvk-6.

APPENDIX - 'B'.

Comparative Statement of the revised grades of the Gazetted Officers of this Department and the grades now obtaining for the Gazetted Officers of other Departments:-

Veterinary & Animal Husbandry Department. (Proposed revision by Pay Commission.)	Other Departments. (Proposed Revision by Pay Commission).
1. Dist.Veterinary & Livestock Officers. Rs.200-15-350.(revision) (Existing 150-10-200)	District Forest Officers. Rs.300-25-500. District Excise Officers. Rs.300-25-500. Income-Tax Assistant Commissioner.300-25-500. District Superintendent of Police. Rs.300-25-500. ~~Assistant Director of Agriculture. 200-15-350.~~
2. Assistant Superintendent. (office of the Superintendent, Veterinary & Animal Husbandry Husbandry Services). Rs.200-15-350. (Existing Rs.125-25/-2-300)	Deputy Director - Agriculture Department. Rs.700-50/2-800(Existing).
3. Sectional Heads, Veterinary Department:-	Sectional Heads - Agriculture Department:-
(a) Superintendent, Mysore Serum Institute. Rs.250-20-450(existing).	Chemist.) Botanist.) Micologist.) Entomologist.) 300-25-600 (existing)
(b) Superintendent, Hessarghatta Grass Farm:- Rs-125-25/2-300(existing).	
(c) Sheep Development Officer. Rs.125-25/-2-300.(existing)	Senior Assistant Director: (existing
(d) Fisheries Officer. Rs.125-25/-2-300(existing)	
(e) Poultry Development Officer. Rs.100-10-150(existing).	
(f) Amritmahal Officer. Rs.150-10-250(revised).	
(g) Apiarist. Rs.150-10-200(revised).	

P. N. Narainappa
SUPERINTENDENT,
VETERINARY & A.H.SERVICES IN MYSORE,
BANGALORE.

hvk:

Confidential

D. N. Srinivasachar, B.Sc.(Hons.)
Special Officer for Efficiency Audit.

BANGALORE,
Dated 17th March 1949.

D.O. No. 121-163/48-49
Encl. one

Dear Sir,

Subject:- Measures for expediting the despatch of Government business.

I am desired to state that in pursuance of the decision taken at the meeting of the Heads of Departments and Secretaries to Government held under the presidentship of the Chief Minister on 8th March 1948 in connection with the above, another meeting of the said officers is proposed to be held shortly for considering certain draft proposals formulated on the basis of the replies received in response to the Chief Secretary's letter No.7078-7115/C.B. dated 1st April 1948.

The date and venue of the meeting will be intimated in due course. A copy of the draft proposals is enclosed in the meantime for information.

Yours sincerely,

18.3.49

List of Heads of Departments

---

1. Revenue Commissioner in Mysore
2. Excise Commissioner in Mysore
3. Inspector-General of Police in Mysore
4. Inspector-General of Prisons
5. Inspector-General of Registration
6. Director of Public Instruction
7. Senior Surgeon
8. Director of Public Health
9. Director of Agriculture
10. Chief Conservator of Forests
11. Director of Geology
12. Director of Industries and Commerce
12(a) Addl. Director -do- -do-
13. Director, Stationery and Printing
14. Director, Animal Husbandry Services
15. Chief Engineer for Irrigation
16. Chief Engineer for Roads & Buildings
17. Chief Commandant, Mysore State Troops
18. Commissioner of Stamps in Mysore,
19. Commissioner of Income Tax in Mysore
20. The General Manager, Mysore State Railway
21. Comptroller to Government
22. ~~Superintendent~~ Commissioner, Land Records Survey & Settlement
23. The Muzrai Commissioner in Mysore
24. The Registrar of Co-operative Societies
25. The Commissioner of Labour in Mysore
26. The Director, Civil Aviation
27. The Director, Agricultural Research Institute
28. The Commissioner for Rural Development
29. The Commissioner for Economic Development & Planning
30. The Chief Secretary to Government
31. The General Manager, Mysore Road Transport Services
32. The Chief Inspector of Mines and Explosives, Oorgaum, KGF
33. The Director of Archaeological Researches
34. The Chief Electrical Engineer in Mysore
35. The Superintendent of Sericulture,

36. The Director of Food Supplies

36(a). Addl. Director -do.

37. The ~~Director~~ Controller of Civil Supplies

38. The Chief Rationing Authority

39. Meteorologist

40. The Director, Akashavani, Mysore

41. The Secretary, Government Insurance Department

42. The Superintendent, Government Gardens

43. The Registrar, Mysore University

44. The Registrar, High Court of Mysore

45. The Public Service Commissioner

46. The Economy Officer in Mysore

Secretaries to Government.

Chief Secretary to Govt.

Secretary to Government, Finance Department

-do- Development Department

-do- General Department

-do- Law Department

-do- Education Department

-do- A.H. P.H. Food & Civil Supplies Department

-do- Public Works & Electrical "

-do- Revenue Department

-do- Railway Department.

SPECIAL OFFICER FOR
OFFICE OF THE ~~DIRECTOR~~ EFFICIENCY AUDIT.

ORDER

NOTE

Subject:- Measures for expediting despatch of Government business.

In pursuance of the minutes of the Chief Minister in the relevant file, I submit herewith for kind information and consideration a copy of the draft proposals for expediting despatch of business in Government offices, which are scheduled for consideration at a meeting of the Heads of Departments and Secretaries to Government to take place shortly. It may be recalled that a meeting of officers, with the Chief Minister and then Dewan-in-charge in the chair, was held on the 8th March 1948 for considering measures in this behalf and that detailed proposals were thereafter called for from the several Heads of Departments and other officers. Proposals since received from them have been put into the form of the draft placed below.

16.3.49.

O/C. 1 Ministers
P. H & Excise
2 " Law & Labour
3 " Finance & Industries
4 " Revenue & P. W.
5 " L. S. G.
6 " City Mttees & Municipal
7 " Education
8 Home Minister

[P.T.O.

SPECIAL OFFICER FOR
OFFICE OF THE ~~DIRECTOR~~, EFFICIENCY AUDIT.

ORDER

NOTE

Subject:-Measures for expediting despatch of Government business.

As directed separately in the file relating to the above, copies of draft proposals have been submitted to all the Hon'ble Ministers for information and consideration. Copies are being sent also the Heads of Departments and Secretaries to Government for information and reference.

As the meeting of officers fixed for the 28th of this month has had to be cancelled owing to the other engagements of the Chief Minister, orders will be obtained regarding another suitable date after which notices of intimation will be sent to all concerned.

A spare copy of the draft proposals is in the meantime, submitted herewith for information.

CHIEF MINISTER)
AND)
DEWAN-IN-CHARGE)

18.3.49.

[P.T.O.

MR. R. RAMAKRISHNA.
M Sc., E.E. (Wis.). M.A.I.E.E.,
General Manager.

GENERAL MANAGER'S OFFICE.
MYSORE STATE RAILWAY.

Mysore, 21st March 1949

D. O. No. E 710

Dear Sri. Srinivasachar,

Re.-Measures for expediting the
despatch of Government Business.

****

EA 590
48-49

RIR
23/3/49

In acknowledging the receipt of a copy of the draft proposals in connecting with the above, forwarded with your D.O.No.121-163/48-49 dated 17-3-1949, I write to state that the draft proposals formulated therein are generally acceptable to me so far as this Department is concerned.

2. There are other items of delegation of powers which are peculiar to the Railway Department and as laid down in the foot note on page 3 of the draft proposals, my proposals for a revision thereof will be submitted to Government in the Railway Department for their orders.

3. The date and venue of the next meeting may kindly be intimated to me to enable me to be present. I may add that no intimation was received by me regarding the last meeting said to have been held on 8th March 1948.

Yours sincerely,

R. Ramakrishna.

Sri.D.K.Srinivasachar, B.Sc.,
Special Officer,
Efficiency Audit,
Bangalore.

GOVERNMENT OF MYSORE

SRI J. B. MALLARADHYA, M.A.,
Commissioner of Economic Development & Planning in Mysore.

No. A1-232/48-49.

TELEPHONE NOS.
OFFICE : 3020
RESIDENCE : 3068

OFFICE OF THE COMMISSIONER OF ECONOMIC DEVELOPMENT AND PLANNING,
ALI ASKER ROAD, CIVIL STATION,

Bangalore, dated 21-3- 194 9.

Dear Sir,

I write to acknowledge with thanks the receipt of a copy of the draft proposals re: measures for expediting the despatch of Government business sent under cover of your D.O.No.121-63 dated 17-3-49.

Yours sincerely.

Sri D.K.Srinivasachar,B.Sc.(Hons.),
Special officer for Efficiency Audit,
Bangalore.

GOVERNMENT OF MYSORE

SRI K. NARAYANASWAMY, B.Sc.,
~~xxxxxxxxxxxxxxxxxxxxxxxxxxxx~~
Additional Director of
Industries & Commerce.

PHONE NO.—OFFICE : 3137
RESIDENCE : 3003

BANGALORE

Dated...21st..March..1949

No.A2-Misc/48-49.

Dear Sir,

Subject: Measures for expediting the despatch of Government - business.

- - -

I am in receipt of your kind letter No.121-163/48-49 dated the 17th March 1949 forwarding draft proposals regarding -- measures for expeditious despatch of - - Government business and thank you very much for the same.

EA 592/48-49

RoR
24.3.49

Yours sincerely,

Sri.D.K.Srinivasachar, B.Sc.(Hons),
Special Officer for Efficiency Audit,
Bangalore.

the Director of Food Supplies
in Mysore, Bangalore,
1st April 1 9 4 9.

The Secretary to Government,
Public Health, Food & Civil Supplies Departments,
B a n g a l o r e.

measures for expediting despatch of Govt. business.

I write to state that with reference to Official Memorandum No.Fl.6438-6518/G.F.105-48-1 dated 8-12-48 a statement indicating the financial and administrative powers now exercised by me and suggesting proposals for enlargement of the existing powers was forwarded to the Special Officer for Efficiency Audit, Bangalore, with this Office letter No.C1.3042/48-49 dated 4-3-49. The Special Officer for Efficiency Audit states in his letter No.121-163/48-49 dated 17-3-49 that a meeting of Officers in connection with the above is to be held shortly and has forwarded a draft of proposals to be considered at the said meeting. It is indicated therein that items of delegation of powers proposed by Heads of Departments which are peculiar to the concerned Departments alone, may be considered by the Secretary to Government and the Head of Department jointly and orders of Government obtained in each case.

I enclosing herewith a statement showing the special powers proposed to be delegated to me in this connection, I request you kindly to place the same before Government for their consideration.

I may add that these proposals have the concurrence of the Auditor & Accounting Officer of this Department.

Yours faithfully,

Sd. K. Guru Dutt.
DIRECTOR OF FOOD SUPPLIES.

BN)

Copy forwarded to the Special Officer, for Efficiendy Audit, w/c.
Copy w/c to Auditor & Accounting Officer.

Ramchandra 1/4/49
FOR DIRECTOR OF FOOD SUPPLIES.

Decentralisation of Powers.

Powers proposed to be delegated to the Director of Food Supplies (vide this office letter No.C1.3042/48-49 dated 4-3-1949 to the Spl. Officer for Efficiency Audit).

Nature of powers.	Existing limits.	Proposed extent of delegation.
1.Appointment of Temporary labour.	Period: up to 4 months at a time.	---
	Wages: up to Rs15/- p.m.	Wages: up to Rs 18/- p.m.
	Annual limit: Rs 500/-	Annual limit: Rs 1,000/-
2.Destruction of foodgrains etc.belonging to Govt.which are unfit for human consumption.	Value: Rs25/- in each case.	Value: Rs100/- in each case.
	Annual limit: Rs 250/-	Annual Limit: Rs 1,000/-
3.Sanction of advances to officers & staff deputed to places outside the State in connection with the procurement of foodgrains.	Gazetted Officer: up to Rs 500/-	---
	Nongazetted staff: up to Rs 100/-	Nongazetted staff: Up to Rs 250/- in each case.
4.Write off of the value of shortages that occur in the process of the cleaning of foodgrains.	Value: Up to Rs 200/- in each case.	Value: Up to Rs 250/- in each case
	Annual limit: Rs 2,000/-	Annual limit: Rs 5,000/-

BN.5/1-4)

Ramchandraiah

DIRECTOR OF FOOD SUPPLIES.

EA 981/489

18th April 9

To

The Secretary,
Mysore Legislature,
Bangalore.

Sir,

I am directed to state that a meeting of the Heads of Departments and Secretaries to Government is proposed to be held in connection with the consideration of certain proposals for expediting despatch of Government business on Monday the 2nd of May 1949 and the following day if necessary, and to request that the Legislative Council Hall may kindly be made available for the purpose on the day or days mentioned.

Yours faithfully,

SPECIAL OFFICER
FOR EFFICIENCY AUDIT.

D. K. SRINIVASACHAR, B.Sc. (Hons.),
S) Officer for Efficiency Audit.

O/S

CONFIDENTIAL
BANGALORE,

Dated 25th April 1949.

D. O. No. 175 to 207/48-49
2574

Dear Sir,

Subject: Measures for expediting the despatch of Government business

In continuation of this office D.O. letter No. 121-163/48-49 dated 17th March 1949 forwarding a copy of the Draft Proposals on the above subject, I am desired to state that the meeting has now been fixed for Monday the 9th May 1949 at 11 A.M. at the Legislative Council Hall. I am to request you kindly to make it convenient to attend the meeting with all information pertaining to the department or departments under your charge and bearing on the subject.

Yours sincerely,

25/4

To Heads of Depts and Secretaries to Govt as per list enclosed.

25/4/49

∴ Issued D.O. letter no. 175-207/48-49 dated 25.4.1949. to the following officers intimating that the meeting of the officers will be held at 11 AM on 9.5.49 at the L.C. Hall.

—

175/48 1. The Revenue Commissioner ✓ (by name)
174/48 2. The Excise Comr. ✓
177 3. The D.G.P. ✓
178 4. The Senior Surgeon ✓
179 5. The D.P.I. ✓
180 6. The Director of Public Health ✓
181 7. The Director of Agriculture ✓
182 8. The C.C.F. ✓
183 9. The Director of Geology ✓
184 10. The Director of I & C. ✓
185 11. The Director of Food Supplies ✓
186 12. The Chief Engineer for Irrigation ×
187 13. The " " for R & B. ×
188 14. The Comr for Income Tax ✓
189 15. The Controller to Govt ✓
190 16. The General Manager, Hyd. State Rly ×
191 17. The Comr for L.R. & Survey Settlement ×
192 18. The Registrar of C.S. ✓
193 19. The Comr. for Labour
194 20. The Comr for R.D. ✓
195 21. The Comr for E.D. & P. ✓
196 22. The Chief Electrical Engineer ×
197 23. The Controller of Civil Supplies ×
198 24. The Public Service Comr. ✓
197 25. The Financial Secy to Govt ✓
200 26. The Development " ×
201 27. The General " ×
202 28. The Law " ✓
203 29. The Education " ✓
204 30. The Secy to Govt., P.H., Food Res. ✓
205 31. " " P.W. & Elec. Depts ×
206 32. The " " Rev. Dept ✓
207 33. " " Ag. Department ×

—

25/4/49

Subd.

Sri Sitaramarao 'phoned at 3 P.M. to inform the S.O. that the meeting scheduled to be held on the 2nd May has been postponed and the same ~~to~~ has since been ~~fixed~~ proposed to be held on the 9th of May at 11 A.M.

~~For~~ The above is confirmed by chief secy. Please make many alterations in the typed notes & issue

sd/-
[illegible]

Dear Sir,

Subject: Measures for expediting the despatch of Government business.

In continuation of this office D.O. letter No. 121-163/48-49 dated 17th March 1949 forwarding a copy of the Draft Proposals on the above subject, I am desired to state that the meeting has now been fixed for Monday the 2nd May 1949 at ..... at the Legislative Council Hall. I am to request you kindly to make it convenient to attend the meeting with all information pertaining to the department or departments under your charge and bearing on the subject.

Yours sincerely,

To

The Heads of Departments
concerned (by name)

EA. 997/48-9

25th April 9

To

The Secretary,
Mysore Legislature,
Bangalore.

Sir,

I am directed to state in modification of my letter No.E.A.981/48-9 dated 18th April 1949, stating that a meeting of the Heads of Departments would be held on the 2nd of May 1949, that the meeting is now proposed to be held on the 9th of May 1949 at 11 A.M. I am to request therefore that the hall may kindly be reserved for the purpose on that day and if necessary on the following day or days also.

Yours faithfully,

SPECIAL OFFICER.

YSORE LEGISLATURE.

OFFICE OF THE MYSORE LEGISLATURE.

Dated Bangalore,.....26.4.1949

No.4367/L. C.

From

The Secretary,
Mysore Legislature.

To The special officer for Efficiency Audit
High Commnde Bangalore.

Sir,

With reference to your letter No....992/49-50, dated....25th April 49 requesting permission to use the Legislative Council Hall on 9th 10th May 49 from 11 AM....., I have the honour to state that the President, Legislative Council, is pleased to permit the use of the Hall.

Yours faithfully,

(Sd) C. Abdul Rab.

Secretary,
Mysore Legislature.

EA 696/48-49

Dated Bangalore,.....*19*

Memo No.....

Copy of the above is forwarded to the Registrar, General and Revenue Secretariat, for information and needful action.

C. Abdul Rab
Secretary,
Mysore Legislature.

WD 05816—GPB—500—31-3-49

ALL COMMUNICATIONS SHOULD BE ADDRESSED TO THE GENERAL MANAGER, MYSORE STATE RAILWAY, MYSORE.
BY TITLE. NOT BY NAME.

MYSORE STATE RAILWAY

GENERAL MANAGER'S OFFICE, MYSORE,

TEL. ADD. "STATERAIL"
PHONE NO. GEN. MANAGER 623
PERSONAL ASST. 795
TECHNICAL ASST. 797

Dated 30th April 1949 194

No. E-21843 Encls. 3 Sheets

The Special Officer,
Office of the Spl. Officer for Effiency Audit,
Bangalore.

Sir,

Proceedings of the meeting of Secretaries to Government and Heads of Departments held on 8-3-1948.

A copy of the above sent as enclosure to your letter No. 1002/48-49 dated 25th April 1949, is returned herewith as desired. Kindly acknowledge receipt

Yours faithfully,

30.4.49

GENERAL MANAGER,
MYSORE STATE RAILWAY.

Put up
EA 694

Submitted

The Assistant Secretary, Confidential Branch, phoned on the 29th instant to inform the S.O. that the meeting to be held on the 9th May has to be postponed for a future date as the Finance Minister would have to attend some important meeting on that date and the following days.

25/4

Mr. M. SHAMANNA, M.A.,
Financial Secretary to Government.

No. Fl. 10044.

FINANCIAL SECRETARIAT,

Bangalore, dated 30-4-1949.

Dear Sir,

Sub: Measures for expediting the despatch of Government business.

With reference to your D. O. letter No.199/48-49 dated the 25th instant, requesting my attendance at the meeting of the Heads of Departments and Secretaries to Government, fixed for the 9th May 1949, I am to say that it may not be convenient for myself as also some of the Heads of Departments and Secretaries to Government to attend the meeting on that day as the meetings of the Public Accounts Committee have been scheduled to take place for three days from the 9th May 1949. May I, in these circumstances, suggest the desirability of postponing the meeting to some date after the 15th May 1949?

Yours sincerely,

M Shamanna

Sri D. K. Srinivasachar, B.Sc., (Hons.)
Special Officer for Efficiency Audit,
Bangalore.

D. K. SRINIVASACHAR, B.Sc. (Hons.),
Special Officer for Efficiency Audit.

BANGALORE,

Dated ...3rd May.....1949

CONFIDENTIAL

D. O. No 212-244/48-9

Dear Sir,

Subject:- Draft proposals for expediting the despatch of Government business.

In continuation of my D.O. letter No.175-207/48-49 dated 25th April 1949 stating that a meeting of the Heads of Departments is proposed to be held on Monday the 9th May 1949 to consider the above subject, I am desired to state that the meeting now stands postponed. The date on which it is to take place will be intimated in due course.

Yours sincerely,

O/c.
Heads of Depts & Secy. to Govt (33-copies in)

3.5.49

EA 1053/49
575

5th May 9

To

the Secretary,
Mysore Legislature,
Bangalore.

Sir,

In acknowledging the receipt of your letter No. 4367/L.C. dated 26-4-49, conveying the approval of the President, Legislative Council, to the use of the Hall for the meeting of the Heads of Departments and other officers on the 9th instant, I am directed to state that the meeting has unavoidably had to be postponed. The date or dates on which the meeting will next be held will be intimated for favour of making the Hall available for the occasion.

Yours faithfully,

SPECIAL OFFICER.

D. K. SRINIVASACHAR, B.Sc. (Hons.),
Special Officer for Efficiency Audit.

BANGALORE,

Dated 12th May 1949

D. O. No. 251-283/48-49

Dear Sir,

Subject: Draft proposals for expediting the despatch of Government business.

I am desired to invite reference to D.O. letter No.212-244/48-49 dated 3rd May 1949 regarding the date of the meeting for considering the above and to state that the meeting will now be held at 11 A.M. on Friday the 20th at the Legislative Council Hall. I am to request you to be so good as to attend the meeting with all information pertaining to the department or departments under your charge and bearing on the subject.

Yours sincerely,

Ofc

12/5

To all the Hds. of Departments & Secy's to Govt. (33)

12/5

E.A.1113/48-49

12th May 9

To

The Secretary,
Mysore Legislature,
Bangalore.

Sir,

In continuation of my letter No. E.A. 1053/48-49 dated 5th May 1949 stating that fresh dates of the meeting of the Heads of Departments at the Legislative Council Hall would be intimated in due course, I am directed to state that the meeting has now been fixed for Friday the 20th instant at 11 A.M. I am to request that the Hall may kindly be made available for the purpose on that day and if necessary on the following day also.

Yours faithfully,

SPECIAL OFFICER.

GENERAL & REVENUE SECRETARIAT

No.9408-18/C.B. DATED, BANGALORE, 16TH MAY 1949.

There will be a meeting of Heads of Departments for considering certain draft proposals for expediting the despatch of Government business on Friday the 20th instant commencing at 11 A.M. at the Legislative Council Hall. The Dewan and the Hon'ble Chief Minister will be present at the meeting.

I am directed to request the presence of the Hon'ble Ministers.

Sd: K. SRINIVASAN,
Chief Secretary to Government.

THE HON'BLE MINISTERS)

Memo No. 9408-18/C dated 18th May 49.

759. 17/5/49

Copy forwarded to the Special Officer, Efficiency Audit, Bangalore, for information.

G.V. Ye Rao

for Chief Secretary to Government.

17/5

16/5/49

OFFICE OF THE SPECIAL OFFICER
754
BANGALORE
14/5/49
EFFICIENCY AUDIT

MYSORE LEGISLATURE.

OFFICE OF THE MYSORE LEGISLATURE.

Dated Bangalore, 14-5-19 49

No. 458/L. C.

From

The Secretary,
Mysore Legislature.

To The Special Officer for Efficiency Audit
High Grounds Bangalore

Sir,

With reference to your letter No. 1113/48-49, dated 12th May 49 requesting permission to use the Legislative Council Hall on 20th May & following from 11 AM, I have the honour to state that the President, Legislative Council, is pleased to permit the use of the Hall.

Yours faithfully,

(Sd) C A Abdul Nabi

Secretary,
Mysore Legislature.

15/5 16/5

Dated Bangalore, 14-5-19 49

Memo No. 457/L. C.

Copy of the above is forwarded to the Registrar, General and Revenue Secretariat, for information and needful action.

Secretary,
Mysore Legislature.

WD 05816—GPB—500—31-3-49

Sri B. H. Sreekantiah, B.Sc.,
Assistant Secretary to Govt.,
Railway Department.

GENERAL AND REVENUE SECRETARIAT

D. O. No. R.S. 5411

Dated, Bangalore, 16th May 1949.

OFFICE OF THE SPECIAL OFFICER
BANGALORE
18/5
FOR EFFICIENCY AUDIT

Dear sir,

Draft proposals for expediting the despatch of Government business.

With reference to your confidential demi-official letter No. 251-283/48-49, dated the 12th May 1949, on the above subject, intimating that the meeting will be held at 11 A.M. on Friday the 20th instant at the Legislative Council Hall, I am desired to state that Sri J. N. Nanda, Railway Adviser and ex-officio Secretary to Government, Railway Department, is on seven days' casual leave and it is, therefore, regretted that he will not be in a position to attend the above said meeting.

Yours sincerely,

B H Sreekantiah
16/5

Sri D. K. Srinivasachar, B.Sc.(Hons).,
Special Officer for Efficiency Audit,
BANGALORE.

Sri B. S. NARASINGA RAO, B.A., B.E.,
Chief Engineer for Irrigation.

MYSORE PUBLIC WORKS DEPARTMENT,
CENTRAL OFFICE, IRRIGATION.

Dated Bangalore, the...May...17.,....*194*9.

THE SPECIAL OFFICER FOR EFFICIENCY AUDIT
BANGALORE
No. N. C. 528
763
1947

Dear Sir,

Measures for expediting the
despatch of Government Business.

With reference to the meeting on the 20th instant in connection with the above, I write to inform you that as I will be at Jog on that day, I am unable to attend the meeting. Sri M. N. Lakshmana Rao, Chief Engineer for Roads & Buildings, will however represent the Public Works Department.

Yours sincerely,

BSnarasinga

Sri D. K. Srinivasachar, B.Sc.(Hons.),
Special Officer for Efficiency Audit,
Bangalore.

18/5

Telephone No. 3145.

GOVERNMENT OF MYSORE.

Janab. MOHAMED ISMAIL SHERIFF, B.A.,
Commissioner.

OFFICE OF THE
COMMISSIONER OF LABOUR IN MYSORE,
No. 5, INFANTRY ROAD,

No.A1/Engt/48-49.

Dated, Bangalore, 18th May 1949.

Dear Sir,

Subject: Draft proposals for expediting the despatch of Government business.

With reference to your D.O. letter No. 251-283/48-49 dated the 12 May 1949, stating that the above meeting will be held on Friday the 20th instant at 11 A.M. at the Legislative Council Hall, and requesting me to attend the meeting, I write to inform you that I shall be attending the meeting.

Yours Sincerely,

Sri. D.K.Srinivasachar, B.Sc.,(Hons),
Special Officer for Efficiency Audit,
Bangalore.

'B':2)

Telegrams:—"GOMED"
Sri K.Vedantiengar,BE,
~~MRXXXXXXXXXXXXXXXXXX~~ AMIEE
Dy. Chief Electrical Engineer.

Telephone No.: Office: 2416
Residence: 2014

OFFICE OF THE CHIEF ELECTRICAL ENGINEER
TO THE GOVT. OF MYSORE.

BANGALORE 19th May 1949
(S. INDIA)

D. O. No. 1945

IMMEDIATE.

EA 269/49
19/5

Dear Sir,

Subject:- Draft proposals for expediting the despatch of Government Business.

With reference to your D.O.letter No.251-283/48-49 dated the 12th instant, intimating that the meeting of the Heads of Departments to consider the above will be held on the 20th instant, I am directed by the Chief Electrical Engineer to inform you that he regrets very much that he is unable to attend the meeting, as he is ~~going~~ availaing a day's casual to-morrow and will have to be at Mysore due to urgent domestic affair.

Yours sincerely,

K Vedantiengar

19.5.49.

Sri D.K.Srinivasachar, B.Sc.(Hons),
Special Officer for Efficiency Audit,
BANGALORE.

KV-CSC.

IMMEDIATE.

D.O.No.289-292/48-49 20th May 1949.

Dear Sir,

I am desired to state that the meeting of officers fixed for today at 11 O'clock at the Legislative Council Hall has been postponed. A fresh date when fixed will be intimated in due course.

Yours sincerely,

1. The Dir of Geology
2. Senior Surgeon
3. Comr of I.T.
4. Comr of Land-Records.

D. K. SRINIVASACHAR, B.Sc. (Hons.),
Special Officer for Efficiency Audit.

BANGALORE,

Dated .....20th May.....*194* 9

D. O. No. 293-322/48-49 IMMEDIATE.

Dear Sir,

I am desired to state that the meeting of officers fixed for to-day at 11 o'clock at the Legislative Council Hall has been postponed A fresh date when fixed will be intimated in due course.

Yours sincerely,

To all the officers concerned (9 nos.)
[Except to Dir. of Geology, the Com^r of Income tax, the Com^r of L.R. and the Senior Surgeon, to whom separate letters have been addressed in no. 289-292/48-9 on date.]

20/5/49

No. 124-31
19-5-49

Meeting of Heads of Departments
and Secretaries to Government
at the L.C.Hall at 11 A.M. on
20th May 1949.

In continuation of the Note dated 18th March 1949 submitting a copy of the Draft Proposals for expediting the despatch of Government business due to be considered at the above meeting, I submit herewith a copy of the Agenda together with a brief note on the subjects and a more detailed note on the second subject which has since been included for consideration at the meeting under orders of the Dewan.

To all the Hon'ble Ministers.

E.A.1141/48-49

IMMEDIATE.

20th May 9

To

The Secretary,
Mysore Legislature,
Bangalore.

Sir,

With reference to your letter No. 4568/L.C. dated 18-5-49 conveying the approval of the President, Legislative Council, to the use of the Hall for the meeting of officers on the 20th instant, I am directed to state that the meeting has been postponed. A fresh date when fixed will be intimated for favour of making the Hall available for the purpose.

Yours faithfully,

for SPECIAL OFFICER.

For perusal of S.O.

23.5.49

23-5

GOVERNMENT OF MYSORE

Sri T. Rangaswami B.A.
Registrar.

DEPARTMENT OF CO-OPERATION

OFFICE OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES
IN MYSORE,

D. O. No. 560

Dated Bangalore, 19/5/1949

Dear Sir,

With reference to your D.O. letter No.251-283/48-49 dated 12th May 1949 requesting me to attend the meeting on the 20th instant, I regret my inability to attend the said meeting as Dr. T. Sharname, Agricultural Adviser to the Government of India will be visiting my office at 11 A.M. to discuss matters relating to Agricultural Marketing in Mysore. I have however, requested Sri K. R. Marudeva Gowda B.A., LL.B Deputy Registrar of Co-operative Societies, Bangalore City Division, Bangalore to attend the meeting.

EA 776/1949

Yours Sincerely,

T. Rangaswami

Sri B. K. Srinivasachar, B.Sc.,(Hons),
Special Officer for Efficiency Audit,
Bangalore.

19-9-49

K.Srinivasachar, B.Sc(Hons).,
Deputy Commissioner.

Office of the Deputy Commissioner,
Shimoga District.
Dated Shimoga, the 17th September 49.

No.Per.M.5-4/49-50.

Dear Sir,

I am in receipt of your D.O.letter No.21/49-50 dated the 15th instant, about the meeting of Ministers, Heads of Departments etc, on the 10th October 1949 at 11.00 A.M. at the Legislative Council Hall at Bangalore. In this connection, I wish to mention that no separate notice of the proposed meeting has yet been received. Further it was not originally proposed to invite the Deputy Commissioners to attend the meeting but in case their attendance is now contemplated, I shall be attending and I shall certainly try to be at Bangalore a day in advance.

Yours sincerely,

Sri.K.Henjarappa, B.A.,B.L.,
Special Officer for Efficiency Audit,
Bangalore.

K. Henjerappa, B.A.,B.L.,
xxxxxxxxxxxxxxxxxxxxxxxx

D.O. No 21/49

15th September 9

Dear Sri Srinivasachar,

I write to state that a meeting of the Ministers, Heads of Departments, Secretaries to Government and the Deputy Commissioners of Districts is proposed to be held in connection with the consideration of certain proposals for expediting despatch of Government business on Monday the 10th October 194 at 11 A.M. at the Legislative Council Hall and reques you to kindly make it convenient to go over to Bangalore a day in advance viz., on Sunday the 9th October 1949. As you have dealt with this subject previousl I wish to have your suggestions in this behalf which will be very valuable in connection with the forthcoming meeting. Hence I request you personally to spare me a day in advance.

A line in reply will highly oblige me.

Yours sincerely,

K. Henjerappa

Ch. D.C. Shimoga (by name) o/c

Sri D.K. Srinivasachar, B.Sc. (Hons)

E A 322/49-50

To

The Secretary,
Mysore Legislature,
Bangalore.

Sir,

With reference to this office letter No. E.A.1141/48-49 dated 20th May 1949 stating that the meeting of the Heads of Departments scheduled to be held on the 20th May 1949 had been postponed and that fresh date when fixed would be intimated to you, I am directed to state that the meeting is now proposed to be held on the 10th October 1949 at 11 A.M. I am to request you therefore that the Legislative Council Hall may kindly be reserved for the purpose on that day and if necessary on the following day ~~or days also.~~

Yours faithfully,

1579

O/C. SPECIAL OFFICER.

E.N. 323/49-50

15th

To

The Registrar,
General & Revenue Secretariat,
Bangalore.

Sir,

A meeting has been arranged to be held in the Legislative Council Hall on the 10th October 1949 at 11 A.M. under the Presidentship of the Chief Minister. All the Ministers, Heads of Departments, Deputy Commissioner of Districts and the Secretaries to Government have been invited to attend the meeting on that day. I request that Tiffin arrangements for about 70 persons may be made on that date.

Yours faithfully,

1579

SPECIAL OFFICER.

o/c mee.

MYSORE LEGISLATURE.

OFFICE OF THE MYSORE LEGISLATURE,
OLD PUBLIC OFFICES.

Dated Bangalore, 19-9-1949

No. 596 /L. C

From

The Secretary,
Mysore Legislature.

To

The special officer for
Efficiency Audit, Bangalore.

Sir,

With reference to your letter No. 322/69, dated 15th Sept 69 requesting permission to use the Legislative Council Hall on 10th Oct 69 and following days from 11 AM, I have the honour to state that the President Legislative Council, is pleased to permit the use of the Hall.

Yours faithfully,

C. Abdul Nabi
Secretary,
Mysore Legislature.

WD 05816—GPB—500—31-3-49

NO-E-A-399/45-50

7th October 9

To

The Secretary,
Mysore Legislature,
Bangalore.

Sir,

With reference to your letter No.596/L.C. dated 19th September 1949 conveying the permission of the President, Legislative Council, to the use of the Hall for the officers' meeting on the 10th instant, I am directed to state that the meeting has been postponed. A fresh date, when fixed, will be intimated for favour of making the Hall available for the purpose.

Yours faithfully,

SPECIAL OFFICER.

No. EA. 398/49-50

7th October 9

To

The Registrar,
General & Revenue Secretariat,
Bangalore.

Sir,

In continuation of this office letter 323/49-50 dated 15th September 1949 informing that a meeting of all the Ministers, Heads of Departments, etc., has been proposed to be held in the Legislative Council Hall on the 10th October 1949 and requesting that Tiffin arrangements may be made in that connection, I am directed to state that the meeting has been postponed. A fresh date when fixed will be intimated in due ~~due~~ course.

Yours faithfully,

7/10

SPECIAL OFFICER.

GOVERNMENT OF MYSORE.

CHIEF SECRETARIAT,

Dated, 10th February 50.

EA 392
49/50.

The question of decentralisation of work about which a meeting of Heads of Departments was held some time in February 1948 has to be taken up urgently. An agenda is ready but for one reason or the other the meeting could not be held. The matter was discussed with the Chief Minister and his approval obtained to the following proposal:-

A small sub-committee comprising of the:

Chief Secretary to Government,
Financial Secretary to Government.
Revenue Commissioner in Mysore,
Excise Commissioner in Mysore
Deputy Commissioner Bangalore (Urban)
Deputy Commissioner Bangalore (Rural) and
the Director of Efficiency Audit and Anti-Corruption

may go into the question and come to tentative conclusions on each of the items and also make such other suggestions as they deem necessary. This will then be put up to the Chief Minister and a regular meeting of Heads of Departments and Secretaries to Government and Deputy Commissioners may then be convened.

OFFICE OF THE DIRECTOR OF ANTI-CORRUPTION & EFFICIENCY AUDIT
No.
Date 10/2/50
BANGALORE

Assistant Secretary C.B.
Director of A.E. & E. A. w/cs.

Confidential

... HENJERAPPA, B.A., B.L.,
Director of Anti-Corruption and Efficiency Audit.

BANGALORE,

Dated the 13th February 1950.

D. O. No. 67-72/49-50

Encl. Agenda & draft proposals.

Dear Sir,

SUBJECT:- Measures for expediting despatch of Government business.

I am desired to state that in pursuance of the decision taken at the meeting of the Heads of Departments and Secretaries to Government, held under the presidentship of the Chief Minister on 8th March 1948, in connection with the above, a meeting of the said officers was proposed to be held once again for considering certain proposals formulated on the basis of the replies received in response to the Chief Secretary's letter No.7078/7115/C.B. dated 1st April 1948. But due to one reason or the other the meeting could not be held.

Government are, however, pleased to direct that a small Sub Committee comprising of the following officers be constituted to go into the question and come to tentative conclusions on each of the items and also make such other suggestions as they deem necessary.

Chief Secretary to Government.
Financial Secretary to Government.
Revenue Commissioner in Mysore.
Excise Commissioner in Mysore
Deputy Commissioner, Bangalore(Urban).
Deputy Commissioner, Bangalore(Rural) and
the Director of Efficiency Audit and
Anti-Corruption.

The meeting of the above officers is proposed to be held on the 21st instant at 3 P.M. in the Chief Secretary's Chambers. I am to request you kindly to make it convenient to attend the meeting.

A copy of the Agenda together with a copy of the draft proposals is enclosed for information.

Yours sincerely,
JH
12/2/50

To.-
The Members of the Sub Committee.
(by name)

Dear Sir,

Subject:- Measures for expediting despatch of Government business.

I am desired to state---

That in pursuance of the decision taken at the meeting of the Heads of Departments and Secretaries to Government, held under the presidentship of the Chief Minister on 8th March 1948, in connection with the above, a meeting of the said officers was proposed to be held once again for considering certain proposals formulated on the basis of the replies received in response to the Chief Secretary's letter No.7078/7115/C.B. dated 1st April 1948. But due to one reason or the other the meeting could not be held. Government are, however, pleased to direct that a small Sub Committee comprising of the following officers be constituted to go into the question and come to tentative conclusions on each of the items and also make such other suggestions as they deem necessary.

Chief Secretary to Government
Financial Secretary to Government
Revenue Commissioner in Mysore
Excise Commissioner in Mysore
Deputy Commissioner, Bangalore (Urban)
Deputy Commissioner, Bangalore (Rural) and
the Director of Efficiency Audit and Anti-Corruption.

The meeting of the above officers is proposed to be held on the 21st instant at 3 P.M. in the Chief Secretary's Chambers. I am to request you kindly to make it convenient to attend the meeting.

A copy of the Agenda together with a copy of the printed draft proposals is enclosed for information.

Yours sincerely,

The Members of the Sub Committee.

By name

Seen & approved
11/2
Direct
13/2
11/2

NOTES ON THE AGENDA

1. A meeting of the Secretaries to Government and certain Heads of Departments was held on 8-3-1948 at the Council Chambers under the presidentship of the Chief Minister and then Dewan-in-charge, for the consideration of the measures necessary for expediting the disposal of Government business. The proceedings of this meeting were printed and circulated to the Heads of Departments and other officers that attended the meeting, with a view to obtaining from them specific proposals for decentralisation of powers and generally for the quick despatch of Government business in all Government offices. The replies received from the various Heads of Departments have been put into the form of the Draft Proposals now printed and circulated. These draft proposals are divided into three categories -

1) Decentralisation of powers;
2) System of work in Government Offices; and
3) Personnel.

The specific proposals made in the Draft, along with such others as may be proposed and allowed for discussion are for consideration at the meeting.

2. The other subject for consideration at the meeting is the extent of response from the departmental officers to the notes and reports sent by the Efficiency Audit Branch. A note in this behalf mentioning how there have not only been delays on the part of certain subordinate offices in sending replies but failure to take prompt action on the observations and suggestions made, is placed below for perusal. It has been suggested that the Heads of Departments may be requested to issue urgent and specific instructions to their subordinate officers, asking them to take prompt action on the notes etc., sent by the Branch.

OFFICE OF THE SPECIAL OFFICER FOR EFFICIENCY AUDIT

A note on the extent of response from the Heads of Departments and Presiding Officers to the observations and suggestions made by the Efficiency Audit Branch.

The Efficiency Audit Branch which was constituted in its present form towards the end of 1946, commenced work relating to inspections of offices from January 1947. About 330 inspections of Government offices and institutions have been conducted so far, including the Revenue Audit of 42 Taluk Offices and of 14 Sub Division Offices and 25 inspections on behalf of the Economy Officer. The procedure in dealing with the notes drawn up after each such inspection or audit has been laid down in Government Order No.4487-577/G.M. 13-46-31 dated 7-11-1946 and is being closely followed. The notes are being sent to the Heads of Departments and Deputy Commissioners concerned for taking action on the various observations made and defects pointed out and also on the proposals, if any, for improving the state of work. Copies of the notes are in most cases being sent simultaneously to the officers concerned. A brief note or review of the results of inspection is also being laid before Government in all cases in which irregularities which need to be brought to the notice of Government are noticed, and orders or observations of Government are also communicated to the officers concerned. Generally, a period of one month is prescribed for the return of replies from the concerned officers to the observations etc., made (except in the case of Revenue Audits in respect of which Quarterly reports are being called for as was being done while Revenue Audit was directly under the charge of the Revenue Commissioner.)

An examination of the Audit Register which has been maintained in this office to watch the progress of action taken by the departmental officers on the notes indicates that the nature and scope of action so taken is in most cases inadequate and halting. In 98 of the 330 cases referred to above, more or less final replies have been received, and the cases deemed to have been closed in view of the fact that no further action is necessary.

With .....

With regard to other cases, the receipt of progress reports from Presiding Officers has in several instances not been regular, and invariably attended in most cases with a great deal of delay. The average time generally taken in sending replies is anything upto 5 or 6 months, and there are instances where replies have not been received for over a year in spite of repeated reminders. Even where progress has been reported, there are only a handful of cases in which more than one progress report has been received, and this in spite of action being taken from time to time in this office, to issue reminders to the concerned officers.

It is unnecessary to reiterate that the effect of the inspections and audits conducted by the Efficiency Audit Branch could be most salutary only if the concerned officers give the closest possible attention to the defects and draw-backs pointed out and to the suggestions, if any, made in the notes, in so far as they are practicable and feasible, particularly when they are accompanied by the observations of Government. As things stand, it is submitted that the amount of attention that is needed from those concerned in this behalf has not been forthcoming.

It is proposed in the circumstances, to bring the matter to the notice of the Heads of Departments concerned, and to request them to issue suitable instructions urgently to all subordinate officers impressing on them the need for giving the closest possible attention to the notes sent from this office, for taking action on all the defects and omissions pointed out and for giving effect to such suggestions as may have been made regarding the improvement in the methods of work and as may be found feasible.

D.O. No 74-78/49-50 immediate

20/2/50

Dear Sir,

Subject:- Measures for expediting despatch of Government business.

In inviting kind reference to this office D.O. letter No. 67-72/49 dated 13-2-50 ~~informing~~ intimating that the meeting of the Sub Committee ~~as~~ constituted by Government to ~~go into~~ consider the above subject is proposed to be held on the 21st instant, I am desired to state that the meeting has been postponed. The date of the next meeting will be intimated to you in due course.

Yours sincerely,

for Director

O/C

The Chief Secy. phoned at about 3-45 P.M. today to say that the meeting has been postponed and the members may be apprised of the fact.

20/2/50

To - The Members of the Sub Committee

IMMEDIATE.

K. HENJERAPPA, B.A., B.L.,
Director of Anti-Corruption and Efficiency Audit.

BANGALORE,

Dated the 20th February 19 50.

D. O. No. 74-78/49-50

Dear Sir,

SUBJECT:- Measures for expediting despatch of Government business.

In inviting kind reference to this office D.O. letter No.67-72/49-50 dated 13-2-1950 intimating that the meeting of the Sub Committee constituted by Government to consider the above subject is proposed to be held on the 21st instant, I am desired to state that the meeting has been postponed. The date of the next meeting will be intimated to you in due course.

Yours sincerely,

KH

FOR DIRECTOR

Sri. C. M. Kempanna, B.Sc.,(Hons),
Deputy Commissioner,
Bangalore District(Urban & Rural),
Bangalore.

r. M. SHAMANNA, M.A.,
Financial Secretary to Government.

No. FC. 6758

GOVERNMENT OF MYSORE

FINANCIAL SECRETARIAT,

Bangalore, dated 17th February 1950

GA 408/4950.
17/2/50

Dear Sir,

Sub:- Measures for expediting despatch of Government Business.

Referring to your D. O. letter No.67-72/49-50 dated the 13th instant requesting me to attend the meeting of the Sub Committee on the 21st instant at 3 P.M., I write to say that I have already an intimation of the meeting of the Committee to go into the question of reclassification of Roads to be held on the same day at the same time in the Home Minister's Chambers.

Yours sincerely,

M Shamanna

Sri K. Henjerappa, B.A., B.L.,
Director of Anti-Corruption
and Efficiency Audit, Bangalore.

K. HENJERAPPA, B.A., B.L.,
Director of Anti-Corruption and Efficiency Audit.

BANGALORE,

Dated the....March..28,.....*19* 50.

D. O. No. 95-99/49-50
29/3/50

Dear Sir,

Measures for expediting despatch
of Government business.
....

In continuation of this office D.O. letter No.74-78/49-50 dated 20th February 1950, intimating the postponement of the meeting of the Sub-Committee constituted by Government to consider the above subject, proposed to be held on the 21st ultimo, I am desired to inform you that the above meeting is now fixed to be held on the 7th April 1950 at 3.0 p.m. in the Chief Secretary's Chambers. I am to request you to kindly make it convenient to attend the meeting.

The Agenda enclosed to my letter No.D.O.67-72/49-50 dated, 13th February 1950 will stand.

Yours sincerely,
28/3

To

The Members of the Sub-Committee.

Draft for approval

Dear Sir,

Subject:- Measures for expediting despatch of Government business.

In continuation of this office D.O. letter No.74-78/49-50 ~~xxxxxxxxxxxxxxxxxxxxxx~~ dated 20th February 1950 intimating the postponement of the meeting of the Sub Committee constituted by Government to consider the above subject proposed to be held on the 21st ultimo, I am desired to inform you that the above meeting is now fixed to be held on the 7th April 1950 at 3 P.M. in the Chief Secretary's Chambers. I am to request you to kindly make it convenient to attend the meeting.

The Agenda enclosed to my letter No.D.O.67-72/49-50 dated 13th February 1950 will stand.

Yours sincerely,

Submit for approval

28/3

Dy. A

please get notices to members of the Sub-com. (decentralization) to meet on the 1st at 3 pm in Chambers. typed & dispatch

C. secretary's approval of

Then today or tomorrow

28/3

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

12/4/50

General and Revenue Secretariat,

No. ..... Dated Bangalore, ...194

533-341/G.D 29-50-1

10th April 50

OFFICIAL MEMORANDUM.

A small Committee consisting of the following officers has been set up to examine the proposals for Decentralisation of control [illegible] greater efficiency and [illegible] of work, that was [illegible] meeting of Heads of Departments held in February 1950 [illegible] Chief Minister presided.

1. Chief Secretary to Government.
2. Revenue Commissioner.
3. Financial Secretary to Government.
4. Excise Commissioner [illegible] Revenue.
5. Deputy Commissioner, Bangalore District.
6. Director of Finance [illegible] Audit & Accounts.

This Committee met on the 6th and 7th of April [illegible]. The conference resolved that it would help now to a thorough examination of the whole scope of possibilities of decentralisation, if the Committee were only to consider the [illegible] already before it, but also invite each Head of the Department and Secretary to Government dealing with matters affecting particular departments, to attend the meetings of the Committee to give them the benefit of their views.

Prior to doing this, it is suggested that each Secretary to Government should request the Heads of Departments dealing with him to meet him and discuss all aspects of the question with special reference to the items delegated to Heads of Departments under Appendix XIII of K.C.S.R. Vol. II, and after such a preliminary discussion and testing of points, the Committee may then go into the matters contained in that list, with the help of the Secretary and Head of the Department concerned.

It is therefore requested that Secretaries to Government will kindly write to the respective Heads of Departments, arrange for meetings and prepare these lists within the course of the next ten days. The completed lists are expected to be in the Secretariat before the 15th instant positively as the Committee proposes to sit from the 21st of April onwards from day to day and examine these questions. It is therefore requested that this matter may be given the highest priority.

By Order,

Sem. Ramakrishnaiya
Chief Secretary to Government.

To
The Secretaries to Government

D.O. No. 2-5/50-51
17/4/50

Dear Sir,

Subject:- Expediting Despatch of Government business.

--

I am desired to forward herewith for information a copy of the Proceedings of the meeting of the Sub Committee constituted by Government to consider the above subject ~~xxxx~~ together with a copy of the Draft Proposals embodying the decisions arrived at the meeting held on the 7th and 8th instant at the Chief Secretary's Chambers.

Yours sincerely,

SPS

(Drink absent for State on ons)

To

The Members of the Sub Committee.

D.O. No. 14-18/50 51
29/4

29th April 50

Dear Sir,

SUBJECT:- Expediting despatch of Government business.

I am desired to state that in pursuance of the decision taken at the meeting of the Sub Committee held on the 7th and 8th instant, another meeting of the said Sub Committee is proposed to be held at the Chief Secretary's Chambers at 3 P.M. on the 4th and 5th of May 1950 to consider the proposals regarding decentralisation of powers sent by certain Heads of Departments and a Scheme of Training to be given to recruits seeking Government employment drawn up by the Director of Anti-Corruption and Efficiency Audit.

I am to request you to kindly make it convenient to attend the meeting.

Yours sincerely,

KR 29/4

The members of the Sub Committee.

Draft for approval

Dear Sir,

Subject:- Expediting despatch of Government business.

I am desired to state that in pursuance of the decision taken at the meeting of the Sub Committee held on the 7th and 8th instant, another meeting of the said Sub Committee is proposed to be held at the Chief Secretary's Chambers ~~on~~ at 3 p.m. ~~Thursday~~ on the 4th ~~instant~~ 28th July '50 ~~at 3 P.M.~~ and on 3 P.M. on Friday the 5th to consider the proposals regarding decentralisation of powers sent by certain Heads of Departments and a Scheme of Training to be given to recruits seeking Govt. employment drawn up by the Director of Anti-Corruption and Efficiency Audit.

I am to request you to kindly make it convenient to attend the meeting.

Yours sincerely,

28/4

To

The Members of the Sub Committee.

27/4

B. T. KEMPANNA, B.A. LL.B.,
Deputy Commissioner.

OFFICE OF THE DEPUTY COMMISSIONER
AND DISTRICT MAGISTRATE,
BANGALORE DISTRICT,

D. O. No. P.C. Vig/49-50

Dated 3rd May 1950.

Dear Sir,

Subject: Expediting despatch of Govt. business.

With reference to your letter No. 14-18/50-51 dated 29th April 1950 stating that the meeting of the Sub Committee has been arranged to be held at 3 P.M. on the 4th & 5th insts, I write to state that I have to attend the Excise sales at 1 P.M. at Hoskote on the 4th and cases have been posted on the 5th inst.

It may not be therefore, possible for me to attend the meeting on the above days.

Yours sincerely,

Sri K. Henjarappa, B.A., B.L.,
Director of Anti-Corruption
and Efficiency Audit,
BANGALORE.

K. HANJERAPPA, B.A., B.L.,
Director of Anti-Corruption and Efficiency Audit.

BANGALORE,

Dated the May 4, 1950

D. O. No. 20-23/SD-5, Gov

Dear Sir,

I am enclosing herewith a copy of the scheme of training to be given to recruits seeking appointment in Government Service, which is to be considered at the meeting of the Sub Committee today, for information.

Yours sincerely,

1) Chief Secy
2) Fin Secy
3) Rev - Com
4) Excise Com

Despatched

K. HANJERAPPA, B.A., B.L.,
Director of Anti-Corruption and Efficiency Audit.

BANGALORE,

Dated the May 5, 1950.
6

D.O. No. 26-41/50-51

Dear Sir,

Expediting Despatch of Govt. Business.

I am desired to state that the Sub-Committee constituted by Government to consider proposals regarding Decentralisation of Powers received from Heads of Departments decided, at its meeting on the 4th instant, that the concerned Heads of Departments and Secretaries to Government may also be invited to attend the meeting when subjects pertaining to their Department or Departments are taken up for consideration.

The next meeting of the Sub-Committee is proposed to be held at 3 p.m. on the 18th and 19th and at 9 a.m on the 20th instant. I am to request you to kindly keep these dates free.

The dates on which particular subjects will be taken up for discussion will be intimated to the Secretaries and the Heads of Departments in due course so that they may attend on those dates.

Yours sincerely,
K Hanjerappa 6/5

K. HENJERAPPA, B.A., B.L.,
Director of Anti-Corruption and Efficiency Audit.

BANGALORE,

Dated the May 5, 1960.

D. O. No.

Dear Sir,

Expediting Despatch of Govt. Business.

I am desired to state that the Sub-Committee constituted by Government to consider proposals regarding Decentralisation of Powers received from Heads of Departments decided, at its meeting on the 4th instant, that the concerned Heads of Departments and Secretaries to Government may also be invited to attend the meeting when subjects pertaining to their Department or Departments are taken up for consideration.

The next meeting of the Sub-Committee is proposed to be held at 3 p.m. on the 18th and 19th and at 9 a.m. on the 20th instant. I am to request you to kindly keep these dates free.

The dates on which particular subjects will be taken up for discussion will be intimated to the Secretaries and the Heads of Departments in due course so that they may attend on those dates.

Yours sincerely,

140 6/5

Draft for approval

Dear Sir,

SUBJECT:- Expediting Despatch of Government Business.

I am desired to state that the Sub Committee constituted by Government to consider proposals regarding Decentralisation of Powers received from Heads of Departments decided, at its meeting on the 4th instant, that the concerned Heads of Departments and Secretaries to Government may also be invited to attend the meeting when subjects pertaining to their Department or Departments are taken up for consideration.

The next meeting of the Sub Committee is proposed to be held at 3 P.M. on the 18th and 19th and at 9 A.M. on the 20th instant. I am to request you to kindly keep these dates free. The subjects that may be taken up for consideration and the dates on which your presence may be required will be intimated in due course.

Yours sincerely,

The dates on which particular subjects will be taken up for discussion will be intimated to in due course so that they may attend on those dates.

The Secretaries to Govt. Heads of Depts.

Yours sincerely

5/5

To members of the Subcommittee & Secretaries to Govt. Heads of Depts.

5/5

Issued to the officers on 6-5-50

To Members of the Sub-Committee

1) Sri.P.M.Narayanaswami Naidu, B.Sc., Etc.,
Director of Veterinary Services & Animal ~~Hus~~ Husbandry in Mysore, Bangalore.

2) Sri.M.A.Muthanna, M.A., B.Sc.,
C.C.F.

3) Sri.K.H.Srinivasan, M.A., B.Sc.,
Dr. of Agriculture in Mysore.

4) Sri.R.J.Rego, M.A.,
Dev. Sec.

X 5) Sri.B.S.Suryanarayana, B.A.,B.Sc.,
Convener, Board of Management of Industrial Concerns, B'lore.

6) Sri.M.K.Appajappa, B.A.,
~~The~~ Cr. of Food Production, Bangalore.

7) Janab A.S.Khaleel, B.A., B.L.,
Sec. to Govt. Food & Agri. B'lore.

8) Sri.A.C.Nirvani Gowda, B.A.,
Edn. Sec.

9) Sri.L.Munisamy, B.A.,
Local Self-Govt. Sec.

10) Sri.K.Chickanarayanaswamy, B.Sc.,
Addl. Director of I & C

11) Sri.E.V.Ganapathi Iyer, B.Sc.,
Dr. of I & C.

X 12) Sri.Muninanjappa, B.A.,B.L.,
Dr. I & S. Works, Bhadravati. ?

D.O. No. 1589/CB.

K. SRINIVASAN, B.Sc.,
Chief Secretary to Government.

GOVERNMENT OF MYSORE

Bangalore,
5th MAY, 1950.

5/5

Dear Sir,

I am desired to invite reference to the several proposals made by Heads of Departments on Decentralisation of powers, sent to you from time to time for tabulation and to request you to intimate the progress, made in compiling the reports and in particular whether proposals have been received from all the Departments and when the matter could be taken up for finalisation.

Reply by 1.30 p.m. tomorrow
5/5

Today
Note & send reply

Yours sincerely,

K. Srinivasan

Sri K.Henjarappa, B.A., B.L.,
Director of Efficiency Audit
and Anti-corruption,
Bangalore.

D.O. No. 42/50-57

Encl no list

May 8, 1950.x

Dear Sir,

Decentralisation of Powers.

*****

With reference to your D.O. letter No.1589/C.B. dated 5th May 1950 regarding the above subject, I am enclosing a list showing (1) Proposals tabulated and placed before the Sub Committee on the 5th of May 1950, (2) Proposals received and being tabulated, (3) Heads of Departments who have not asked for any enhanced powers peculiar to their Department, and (4) Heads of Departments from whom proposals have not yet been received.

As decided in the meeting of the Sub Committee on the 5th, Notices to concerned Heads of Departments and Secretaries to Government, in respect of the Tabulated proposals, have been issued intimating the proposed meeting on the 18th, 19th and 20th instant and requesting them to keep these dates free. The subjects to be taken up for discussion and the officers required to be present on the three days will have to be decided and intimation sent to those concerned.

As regards the time that may be taken to tabulate and finalise the proposals so far received, I may say, that in all probability the work may be completed by about the 15th instant.

The Heads of Departments from whom proposals have not so far been received may have to be reminded through the respective Secretaries to expedite the forwardal of the proposals.

Yours sincerely,

Sd/- J.R. Ho

Sri.K.Srinivasan, B.Sc.,
Chief Secretary to Government,

PROPOSALS TABULATED AND PLACED BEFORE THE SUB COMMITTEE ON THE 5TH OF MAY 1950.

....

1. The Revenue Commissioner in Mysore.
2. The Director of Food Supplies in Mysore.
3. The Commissioner for Food Production in Mysore.
4. The Excise Commissioner in Mysore.
5. The Commissioner of Stamps in Mysore.
6. The Senior Surgeon in Mysore.
7. The Board of Management of Industrial Concerns.
8. The Director of Industries & Commerce - regarding administration of Industrial Concerns.
9. DO regarding Departmental Administration.
10. The Director of Agriculture in Mysore.
11. The Chief Conservator of Forests in Mysore.
12. The Director of Animal Husbandry.
13. The Director of Sericulture in Mysore.

PROPOSALS RECEIVED AND BEING TABULATED.

1. The Inspector General of Police in Mysore.
2. The Registrar, University of Mysore.
3. The Director of Public Health in Mysore.
4. The Commissioner for Rural Development.
5. The Director of Public Instruction in Mysore.
6. The Director of Printing and Stationery.
7. The Director of Archaeology.
8. The Controller of Civil Supplies in Mysore.
9. The Commissioner for Economic Development and Planning.
10. The Registrar of Co-operative Societies (The statement being illegible has to be returned).

HEADS OF DEPARTMENTS WHO HAVE REPLIED THAT NO SPECIAL ENHANCED POWER NEED BE DELEGATED TO THEM.

1. The Labour Commissioner.
2. The Traffic Board.

HEADS OF DEPARTMENTS FROM WHOM PROPOSALS HAVE NOT SO FAR BEEN RECEIVED.

1. The Principal Information Officer.
2. The Inspector General of Prisons in Mysore.
3. The Director of Geology.
4. The Chief Electrical Engineer.
5. The Chief Engineer.
6. The Special Chief Engineer (G.M.F.)
7. The Director, Sandalwood Oil Factory.
8. The Chief Inspector of Mines and Explosives.
9. The Superintendent of Land Records, Survey and Settlement.
10. The Secretary, Mysore Government Insurance Department.
11. The Commissioner, Bangalore Corporation.
12. The Public Service Commissioner.
13. The Director of Civil Aviation.

Draft for approval

Dear Sir,

Decentralisation of Powers.

With reference to your D.O. letter No.1589/C.B. dated 5th May 1950 regarding the above subject, I am enclosing a list showing (1) Proposals tabulated and placed before the Sub Committee on the 5th of May 1950, (2) Proposals received and being ~~but not~~ tabulated, (3) Heads of Departments who have not asked for ~~to whom no~~ any enhanced ~~delegation of~~ powers peculiar to their department ~~is necessary, and~~ (4) ~~Heads of Departments~~ Heads of Department from whom proposals have not yet been received.

As decided in the meeting of the Sub Committee on the 5th, Notices to ~~xxx~~ concerned Heads of Departments and Secretaries to Government in respect of the Tablulated proposals, have been issued intimating the ~~proposed~~ proposed meeting on the 18th, 19th and 20th instant ~~intimating~~ and requesting them to keep these dates free. The subjects to be taken up for discussion and the officers required to be present on the three days will have to be decided and intimation sent ~~notices issued~~ to those concerned.

As regards the time that may be taken to tabulate and finalise the proposals so far received, I may say, that in all probability the work may be completed by about the 15th instant.

The Heads of Departments from whom proposals have not so far been received may have to be reminded through the respective Secretaries to expedite the forwadal of the proposals.

Yours sincerely,

8/5

M. O. RAHMAN KHAN
...tted Assistant to the
Director of Efficiency
Audit & Anti-Corruption.

BANGALORE.

Dated....May 10,.....1950

DO.NO. 437/50-51
Em. Dept Scheme of Rules

Dear Sir,

I am desired to forward herewith a copy of the draft Scheme for Training Ministerial Recruits and a copy of the list of powers proposed to be delegated to the Revenue Commissioner, Excise Commissioner and the Commissioner for Stamps in Mysore, embodying the proposals made by the Sub Committee at its meeting on the 4th inst. for information.

Yours sincerely,

o/c

The Member of the Sub Committee.

Scheme for Training Ministerial Recruits

The Scheme will be confined to Bangalore for the present. Training will be imparted to those whose names appear in the approved list issued by the Public Service Commission, for ministerial establishment of General and Revenue Secretariat and offices of Heads of Departments.

Name:- The Institute will be known as 'Training School for Ministerial Recruits'.

Place:- A building with a capacity to accommodate 100 students and situated near about the Public Offices necessary. It is suggested that the "Victory Hall" may be secured for the purpose.

Hours of work: Classes will be held for five hours a day - 11 A.M. to 1 P.M. and 2 P.M. to 6 P.M.

Period of Training:- The term of tuition will for a period of six months. Courses will be both theoretical and practical. The practical work may include training in the local offices.

Subjects taught: The following subjects will be taught:-

(1) Precis writing.
(2) Referencing and drafting.
(3) General Rules of Office Procedure including registration and filing of records.
(4) (a) New System of Office Procedure.
(b) Disposal Number System of Office Procedure.
(4) Simple accounts, Maintenance of Cash Book, Acquittance Rolls etc.
(5) Reading of Kannada manuscripts.

Commencement of term:- Classes will be held in two sessions of 6 months each. The sessions will begin on 1st July and 1st January respectively.

Staff:- There will be two Lecturers and one Principal or Superintendent.

Note:- The Lecturers may be selected preferably from amongst retired Superintendents of the Secretariat or Managers of Revenue Commissioner's Office. The Principal or Superintendent should be a retired officer with Secretariat experience. A remuneration of Rs.150/- for the Lecturers and Rs.250/- for the Principal per mensem may be paid. The clerk should be a II Division clerk. There may be two servants.

Fees:- Each student will have to pay a fee of Rs.10/- per mensem.

Examination:- Two examinations will be conducted in the months of July and January by the Local Service Examination Board.

The examination will consist of two papers of two hours each.

1st Paper - Precis writing and Drafting.

2nd Paper - General Rules of Office Procedure - Rights of correspondence and Office accounts.

Practical Examination to be conducted by a Board of Assistant Secretaries presided over by Prin. Secretary. Set of instructions to be given to them - 3 hours examination.

A fee of Rs.7/- will be charged. Results will be declared in the months of February and August. A certificate of pass will be issued to the successful candidates.

Furniture and Library:- The required furniture will have to be obtained either by purchase or by loan from the Secretariat if available. All manuals and other books relating to Office Procedures should be kept in the Library. To be supplied free to Library (10 sets at least).

Contingent and Grants: Grant of a non-recurring nature estimated at about Rs.1,500/- and recurring grant of Rs.500/- per annum may be provided.

Sri R. J. Rego, M.A.,
Secretary to Government,
Development Department.

GOVERNMENT OF MYSORE

GENERAL AND REVENUE SECRETARIAT,

Dated, Bangalore 8th May 1950

D. O No. D. S. 3/50-51.

10/5/50

E.A 92/51-7

Dear Sir,

Expediting Despatch of Government Business.

I write to thank you for your demi-official letter No. 26-41/50-51 of the 5th May 1950 on the above subject, and note that the next meeting of the Sub-committee is proposed to be held on the 18th, 19th and 20th instant. I shall be glad if you will kindly let me know in due course on which of these dates you will require my presence.

Thanking you,

Yours sincerely,

Director's instructions
"This may be put up on the 15th".
11/5

11/5

Sri K. Henjerappa, B.A., B.L.,
Director of Anti-Corruption
and Efficiency Audit in Mysore,
BANGALORE.

Subd
In view of the intimation under issue, for orders whether a reply to this letter is necessary.
12/5

No. should be issued by the Director
12/5

D...Gauda Setty, M.A., B.Sc.,
Asst. to the Director

No. 3-60/50-51

OFFICE OF THE DIRECTOR OF ANTI-CORRUPTION AND EFFICIENCY AUDIT

Encl.

Bangalore, dated.....May 12,.....*19* 50.

Dear Sir,

Expediting Despatch of Govt. Business.

In continuation of this office D.O. letter No.26-41/50-51 dated 5th May 1950 regarding the proposed meeting of the Sub Committee on the 18th, 19th and the 20th instant, I am desired to state that proposals regarding decentralisation of powers in respect of the following Heads of Departments will be taken up for discussion on the 20th May 1950 at 9 a.m. in the Chief Secretary's Chambers. I am to request you kindly to make it convenient to attend the meeting.

1. Director of Industries and Commerce.
   (Board of Management of Industrial concerns).
2. Chief Conservator of Forests.

Yours sincerely,

Sd

o/c

12/5

Sri.S.P.Gunda Setty, M.A.,B.Sc.,
Asst. to the Director.

No. 48-60/50-51.

Encl.

OFFICE OF THE DIRECTOR OF ANTI-CORRUPTION AND EFFICIENCY AUDIT

Bangalore, dated... May 12,.....1950.

Dear Sir,

Expediting Despatch of Government Business.

In continuation of this office D.O. letter No.26-41/50-51 dated 5th May 1950 regarding the proposed meeting of the Sub-Committee on the 18th, 19th and the 20th instant, I am desired to state that proposals regarding decentralisation of powers in respect of the following Heads of Departments will be taken up for discussion on the 19th instant at 3 p.m. in the Chief Secretary's Chambers. I am to request you kindly to make it convenient to attend the meeting.

1. Director of Animal Husbandry.
2. Director of Sericulture.

Yours sincerely

o/c

Srixx.

S.P. Gunda Setty, M.A.,B.Sc.,
Asst. to the Director.

D.O No.4[illegible]-60/50-51

OFFICE OF THE DIRECTOR OF ANTI-CORRUPTION
AND EFFICIENCY AUDIT

Encl.

Bangalore, dated.....12th May....1950.

Dear Sir,

Expediting Despatch of Government Business.

In continuation of this office D.O. letter No.26-41/50-51 dated 5th May 1950, regarding the proposed meeting of the Sub-Committee on the 18th, 19th and the 20th instant, I am desired to state that proposals regarding decentralisation of powers in respect of the following Heads of Departments will be taken up for discussion on the 18th instant at 3 P.M. in the Chief Secretary's Chambers. I am to request you kindly to make it convenient to attend the meeting.

1. Director of Food Supplies in Mysore.
2. Commissioner of Food Production in Mysore.
3. Director of Agriculture in Mysore.
4. The Senior Surgeon in Mysore.

Yours sincerely,

O/C

Sri M. K. APPAJAPPA, B.A.,
Commissioner for Food Production and
Ex-Officio *Controller of Civil Supplies.*

"United India Buildings",
BANGALORE,

Dated 8th May 1950.

D. O. No. 7. P. 98/56-1.

Dear Sir,

With reference to your D.O. letter No.26-41/50-51 dated the 5th May 1950, regarding the meeting to be held from 18th to 20th instants in connection with the decentralisation of powers, I write to inform you that I have fixed up my tour programme from the 19th instant in Hassan and Chickmogalur Districts. I therefore, request you kindly to fix up the meeting on the 18th instant to consider the subjects relating to Civil Supplies and Food Production Departments.

Yours Sincerely,

Sri K. Henjerappa, B.A., B.L.,
Director of Anti-Corruption
and Efficiency Audit,
BANGALORE.

B. T. KEMPANNA, B.A., LL.B.,
Deputy Commissioner.

OFFICE OF THE DEPUTY COMMISSIONER
AND DISTRICT MAGISTRATE,
BANGALORE DISTRICT,

D. O. No. Misc. P.C. -/50-51

Dated 9th May 1950.

F/A.97

Dear Sir,

12/5

Expediting Despatch of Government business.

I am in receipt of your D.O. letter No.26-41 of 50-51 dated 5th May 1950 intimating me about the meeting of the Sub Committee on the 18th, 19th and 20th instants. On the 18th, I have posted a number of cases. On the 19th, I have to conduct the Excise Sales of Bangalore Taluk, City and Civil Station at the Town Hall Premises. On the 20th, I have programmed to visit Channapatna for inspections of the Taluk office. The Hon'ble the Minister for Law and Labour has also programmed to visit Kudur and Hulikal on 20th instant.

In the circumstances, I regret to intimate my inability to attend the meetings of the above Sub Committee on 18th, 19th and 20th instants.

Yours sincerely,

Sri K.Henjarappa, B.A.,B.L.,
Director of Anti-Corruption
and Efficiency Audit,
BANGALORE.

GR/- for information

Chief Secretary
W/C

15/5

15/5

6 Copies.

N061-65 Draft for approval
50.51

Dear Sir,

Expediting Despatch of Government Business.

I am desired to state that the next meeting of the Sub Committee will be held at 3 P.M. on the 18th and 19th and at 9 A.M. on the 20th instant in the chief Secretary's Chambers to consider the draft proposals sent by several Heads of Departments re: Decentralisation of powers. A list of Heads of Departments in respect of whom proposals ~~have been~~ will be taken up for consideration on the above mentioned dates is enclosed for information. The said heads of depts & the concerned secretaries have been requested to be present on the respective dates.

Yours sincerely

15/5

The Members of the Sub Committee.

Heads of Departments in respect of whom proposals re: Decentralisation of Powers have been taken up for discussion by the Sub Committee on the 18th,19th & 20th May 1950.

18th May 1950.

1. The Director of Food Supplies in Mysore.
2. The Commissioner for Food Production in Mysore.
3. The Director of Agriculture in Mysore.
4. The Senior Surgeon in Mysore.

19th May 1950.

1. The Director of Animal Husbandry Services.
2. The Director of Sericulture in Mysore.

20th May 1950.

1. The Director of Industries and Commerce in Mysore.
2. The Chief Conservator of Forests in Mysore.

Heads of Departments in respect of whom proposals regarding Decentralisation of Powers ~~xxxxxxxx~~ will be taken up for discussion by the Sub-Committee on the 18th, 19th and 20th May 50.

18th May 1950

1. The Director of Food Supplies in Mysore.
2. The Commissioner for Food Production in Mysore.
3. The Director of Agriculture in Mysore.
4. The Senior Surgeon in Mysore.

19th May 1950.

1. The Director of Animal Husbandry Services.
2. The Director of Sericulture in Mysore.

20th May 1950.

1. The Director of Industries and Commerce in Mysore.
2. The Chief Conservator of Forests in Mysore.

GOVERNMENT OF ~~HIS HIGHNESS THE MAHARAJA OF~~ MYSORE.

No. H.1493 (pris)

General and Revenue Secretariat,
(Home Department)
Dated Bangalore,....22-5-50.....1950.

23/5/50 not submitted has proposals on decentralisation

FROM

The Secretary to the Government of
~~*His Highness the Maharaja of*~~ *Mysore.*
Law Department.

TO

The Director of Anti-Corruption
and Efficiency Audit in Mysore, Bangalore.

Sir,

Subject:- Committee set up to examine the proposals for decentralisation of powers and greater efficiency and despatch of work.

With reference to the O.M. No.535-544/C.B.29-51-1 dated the 10th April 1950, on the above subject, I am directed to state that there is no need to further decentralise powers in the Prisons Department.

EA 117/50-51.

Yours faithfully,

For Secretary to Government,
Law Department.

K. HENJERAPPA, B.A., B.L.,
Director of Anti-Corruption and Efficiency Audit.

BANGALORE,

Dated the 27th May 1950
29/5

D. O. No. 71-83/50-57

Dear Sir,

Expediting Despatch of Government Business.

I am desired to state that proposals regarding decentralisation of powers in respect of the following Heads of Departments will be taken up for discussion by the Sub Committee on the 2nd June 1950 at 3 P.M. in the Chief Secretary's Chambers. I am to request you kindly to make it convenient to attend the meeting.

1. The Director of Sericulture.
2. The Commissioner for Rural Development.

Yours sincerely,

K Henjerappa
29/5

The Commr. for R.D.,
The Revenue Secretary.
The Director of Sericulture.

K. HENJERAPPA, B.A., B.L.,
Director of Anti-Corruption and Efficiency Audit.

BANGALORE,

Dated the 27th May 1950
29th

D. O. No. 71-83/50-51

Dear Sir,

Expediting Despatch of Government Business.

I am desired to state that proposals regarding decentralisation of powers in respect of the following Heads of Departments will be taken up for discussion by the Sub Committee on the 3rd June 1950 at 9-30 A.M. in the Chief Secretary's Chambers. I am to request you kindly to make it convenient to attend the meeting.

1. The Chief Conservator of Forests.
2. The Inspector General of Police.

Yours sincerely,

K Henjerappa
29/5

The Chief Conservator of Forests.
The Inspector General of Police.
The L.S.G. Secretary to Govt.

K. HENJERAPPA, B.A., B.L.,
Director of Anti-Corruption and Efficiency Audit.

BANGALORE,

Dated the 27th May 1950

D. O. No. 71-88/50-17

Dear Sir,

Expediting Despatch of Government Business.

I am desired to state that proposals regarding decentralisation of powers in respect of the following Heads of Departments will be taken up for discussion by the Sub Committee on the 9th June 1950 at 3 P.M. in the Chief Secretary's Chambers. I am to request you kindly to make it convenient to attend the meeting.

1. The Director of Public Instruction.
2. The Director of Printing & Stationery.
3. The Controller of Civil Supplies.

Yours sincerely,

K Henjerappa
29/5

The D.P.I.
The Director of Printing & Stationery.
The Controller of Civil Supplies.
The Education Secretary to Govt.
The Fodd Agri. Secretary.

K. HENJERAPPA, B.A., B.L.,
Director of Anti-Corruption and Efficiency Audit.

BANGALORE,

Dated the 27th May 1950
28

D. O. No. 71-83/50-51

Dear Sir,

Expediting Despatch of Government Business.

I am desired to state that proposals regarding decentralisation of powers in respect of the following Heads of Departments will be taken up for discussion by the Sub Committee on the 10th June 1950 at 9-30 A.M. in the Chief Secretary's Chambers. I am to request you kindly to make it convenient to attend the meeting.

1. The Director of Public Health.
2. [illegible].

Yours sincerely,

KH

The D.P.H.
The Addl. Secy to Govt.

D.O. No. 84-8.8/50-57
Ce ne

29th May 50

Dear Sir,

Expediting Despatch of Government Business.

I am desired to state that the next meeting of the Sub Committee will be held at 3 P.M. on the 2nd and at 9-30 A.M. on the 3rd and again at 3 P.M. on the 9th and at 9-30 A.M. on the 10th June 1950, in the Chief Secretary's Chambers to consider the draft proposals sent by several Heads of Departments re: Decentralisation of Power. A list of Heads of Departments in respect of whom proposals will be taken up for consideration on the abovementioned dates is enclosed for information. The said Heads of Departments and the concerned administrative Secretaries have been requested to be present on the respective dates. I am to request you kindly to make it convenient to attend the meeting.

Yours sincerely,

KA

The Members of the Sub Committee.

Heads of Departments whose proposals will be taken up for consideration by the Sub Committee on the 2nd, 3rd, 9th & 10th June 1950.

2-6-1950 at 3 P.M.

1. The Director of Sericulture.
2. The Commissioner for Rural Development.

3-6-1950 at 9-30 A.M.

1. The Chief Conservator of Forests.
2. The Inspector General of Police.

9-6-1950 at 3 P.M.

1. The Director of Public Instruction.
2. The Director of Printing and Stationery
3. The Controller of Civil Supplies.

10-6-1950 at 9-30 A.M.

1. The Director of Public Health.

D.O. No 88/50-51

31st May 50

Dear Sir,

Expediting Despatch of Government Business.

With reference to your D.O. letter No.160/50 dated 30th May 1950, expressing your inability to attend the meeting on the 3rd June 1950, I am desired to state that your proposals re: decentralisation of powers will be taken up for consideration by the Sub Committee on the 10th June 1950 at 9-30 A.M. instead of on the 3rd. I am to request you kindly to make it convenient to attend the meeting.

Yours sincerely,

31/5

Sri. M. A. Muthanna, B.Sc., I.F.S.(Dip),
Chief Conservator of Forests,
BANGALORE.

MYSORE FOREST DEPARTMENT.

Sri M. A. MUTHANNA, B.Sc., I.F.S. (Dip.),
Chief Conservator of Forests.

CHIEF CONSERVATOR'S OFFICE,

Bangalore, dated.....30..-.5..-.. ...1950.

D. O. No. 160/50

31/5/50

Dear Sir,

You kind D.O.No.71-83/50-51 dated 27th/29th May 1950. I wish to inform you that I as the Chairman have convened a Board Meeting of the Mysore Match Company on the 3rd June at 9 A.M. at Shimoga and as such I shall be unable to attend the meeting of the Sub Committee on the 3rd June at 9.30 A.M. in the Chief Secretary's Chambers.

I have explained my difficulties to the Chief Secretary over the phone and he assured me that there would be no difficulty to postpone the date for me to appear before the Sub Committee.

Yours sincerely,

M. A. Muthanna

Sri K. Henjerappa, B.A., B.L.,
Director of Anti-Corruption
and Efficiency Audit,
Bangalore.

31st May 50

D.O. No. 90-101/50-57

Dear Sir,

Expediting Despatch of Government Business.

With reference to your D.O. letter No.R.4c512/50 dated 30th May 1950 expressing your inability to attend the meeting on the 2nd June 1950, I am desired to state that your proposals re: Decentralisation of powers will be taken up for consideration by the Sub Committee on the 9th June 1950 at 3 P.M. instead of on the 2nd. I am to request you kindly to make it convenient to attend the meeting

Yours sincerely,

KGA
31/5

Sri. N. S. Hirannayya, M.A.,
Commissioner for Rural Development,
Bangalore.

THE GOVERNMENT OF MYSORE.

D. O. No. Rd. 5/2/50

Encl:

OFFICE OF THE COMMISSIONER, RURAL DEVELOPMENT & DEPRESSED CLASSES, REGISTRAR OF CO-OPERATIVE SOCIETIES, & CHIEF MARKETING OFFICER IN MYSORE,

Bangalore, Dated 30th May 1950.

31-5-50

Dear Sir,

Ref: Meeting to be held on 2-6-1950 re. expediting despatch of Government business.

As I am on casual leave for one week from the 29th of this month, I regret I shall not be able to attend the meeting of the sub-committee. Another date may kindly be intimated.

Yours sincerely,

Sri K. Henjeappa, B.A.,B.L.,
Director of Anti-Corruption
and Efficiency Audit,
Bangalore.

D.O. No. 90-101/50-51

31st May 50

Dear Sir,

Expediting Despatch of Government Business.

In continuation of this office D.O.letter No.71-83/50-51 dated 29th May 1950 requesting your presence at the Sub Committee meeting on the 9th June 1950, I am desired to state that as a result of certain Heads of Departments expressing their inability to attend the meeting on the dates previously fixed, the consideration of proposals in respect of them had to be taken up on some other dates. I am therefore to request you kindly to attend the meeting at 3 P.M. on the 2nd June 1950 instead of on the 9th, when your proposals will be taken up for discussion by the Sub Committee.

Yours sincerely,

81/5

Sri. M. K. Appajappa, B.A.,
Controller of Civil Supplies,
Bangalore.

D.O. 90-101/50-51 31st May 50

Dear Sir,

Expediting Despatch of Government Business.

In continuation of this office letter No.71-83/50-51 dated 29th May 1950, requesting your presence at the Sub Committee meeting on the 9th June 1950, I am desired to state that as a result of certain Heads of Departments expressing their inability to attend the meeting on the dates previously fixed, the consideration of proposals in respect of them had to be taken up on some other dates. I am therefore to request you kindly to attend the meeting at 3 P.M. on the 2nd June 1950 instead of on the 9th, when proposals in respect of the Controller of Civil Supplies will be taken up for discussion by the Sub Committee.

Yours sincerely,

31/5

Janab, A. S. Khaleel, B.A., B.L.,
Secretary to Government
Food & Agricultural Departments,
Bangalore.

D.O. No. 90-101/50-51 31st May 50

Dear Sir,

Expediting Despatch of Government Business.

In continuation of this office letter No.71-83/50-51 dated 29th May 1950, requesting your presence at the Sub Committee meeting on the 9th June 1950, I am desired to state that as a result of certain Heads of Departments expressing their inability to attend the meeting on the dates previously fixed, the consideration of proposals in respect of them had to be taken up on some other dates. I am therefore to request you kindly to attend the meeting at 9-30 A.M. on the 3rd and at 3 P.M. on the 9th ~~instant~~ June 1950, when proposals in respect of the Director of Printing and Stationery and the Director of Public Instruction respectively, will be taken up for discussion by the Sub Committee.

Yours sincerely,

31/5/50

Sri. A. C. Nirvani Gowda, B.A.,
Secretary to Government,
Education Department,
BANGALORE.

D.O. 90-101/50-17 31st May 50

Dear Sir,

Expediting Despatch of Government Business.

In continuation of this office D.O. letter No.71-83/50-51 dated 29th May 1950 requesting your presence on the 2nd June 1950 at the Sub Committee meeting. I am desired to state that as a result of certain Heads of Departments expressing their inability to attend the meeting on the dates previously fixed, the consideration of proposals in respect of them had to be taken up on some other dates. I am therefore to request you kindly to attend the meeting at 3 P.M. on the 2nd and the 9th June 1950, when proposals in respect of the Director of Sericulture and the Commissioner for Rural Development respectively, will be taken up for discussion by the Sub Committee.

Yours sincerely,

Janab Syed Abdul Aleem, B.A.,
Secretary to Government,
Revenue Department,
BANGALORE.

D.O. 90-101/50-51

31st May 50

Dear Sir,

Expediting Despatch of Government Business.

In continuation of this office D.O. letter No.71-83/50-51 dated 29th May 1950 requesting your presence at the Sub-Committee meeting on the 3rd June 1950, I am desired to state that as a result of certain Heads of Departments expressing their inability to attend the meeting on the dates previous fixed, the consideration of proposals in respect of them had to be taken up on some other dates. I am therefore to request you kindly to attend the meeting on the 10th June 1950 at 9-30 A.M. instead of on the 3rd, when proposals in respect of the Chief Conservator of Forests will be taken up for discussion by the Sub Committee.

Yours sincerely,

31/5

Sri. L. Muniswamy, B.A.,
L.S.G. Secretary to Government,
Bangalore.

D.O. NO. 90-101/50-51 31st May 50

Dear Sir,

Expediting Despatch of Government Business.

In continuation of this office D.O. letter No.71-83/50-51 dated 29th May 1950 requesting your presence at the Sub Committee meeting on the 9th June 1950, I am desired to state that as a result of certain Heads of Departments expressing their inability to attend the meeting on the dates previously fixed, the consideration of proposals in respect of them had to be taken up on some other dates. I am therefore to request you kindly to attend the meeting at 9-30 A.M. on the 3rd June 1950 instead of on the 9th, when your proposals will be taken up for discussion by the Sub Committee.

Yours sincerely,

31/5

Sri. B. Krishnaswamy Chetty, B.E., A.R.P.S.,M.A.S.M.E.,
Director of Stationery and Printing,
Bangalore.

K. ..ENJERAPPA, B.A., B.L.,
Director of Anti-Corruption and Efficiency Audit.

BANGALORE,

Dated the.....May..31,.....*19* 60.

D. O. No. 90-101/50-51
Exc one

Dear Sir,

In continuation of this office D.O. letter No.84-88/50-41 dated 29th May 1950, I am desired to state that as a result of certain Heads of Departments expressing their inability to attend the meeting on the dates previously fixed, the list of Heads of Departments in respect of whom Decentralisation of Powers were proposed to be taken up for discussion on the 2nd, 3rd, 9th and 10th June 1950 had to be slightly modified. The modified list is herein enclosed for information.

Yours sincerely,

O/C 31/5

2-6-1950.- 3 P.M.

1. The Director of Sericulture.
2. The Controller of Civil Supplies.

3-6-1950 - 9-30 A.M.

1. The Inspector General of Police.
2. The Director of Printing and Stationery.

9-6-1950 - 3 P.M.

1. The Director of Public Instruction.
2. The Commissioner for Rural Development.

10-6-1950 - 9-30 A.M.

1. The Director of Public Health
2. The Chief Conservator of Forests.

MYSORE FOREST DEPARTMENT.

Sri M. A. MUTHANNA, B.Sc., I.F.S. (Dip.),
Chief Conservator of Forests.

CHIEF CONSERVATOR'S OFFICE,

Bangalore, dated 1-6- 1950.

D. O. No. 12/50-51

Dear Sir,

Expediting Despatch of Government Business.

Your D.O. letter No.89/50-51 dated 31st May 1950.

The date fixed suits me and I shall attend the Sub Committee on the 10th June 1950 at 9.30 A.M.

Yours sincerely,

M. A. Muthanna

Sri K. Henjerappa, B.A., B.L.,
Director of Anti-Corruption
and Efficiency Audit,
Bangalore.

Do. No. 102/50-51
2/6/50

2nd June 50

Dear Sir,

Expediting Despatch of Government Business.

With reference to the list of draft proposals regarding Decentralisation of powers to the University Council, Vice-Chancellor etc., furnished by you to Government, I am desired to state that in view of the Report of Dr. C.R. Reddy, being under consideration ~~before~~ Government, the Sub Committee considers that there is no necessity to consider separately the proposals sent by you. at present

Yours sincerely,

2/6

Sri. C. Rangachar, B.Sc.,M.Ed.,
Registrar,
University of Mysore,
MYSORE.

Dear Sir,

Expediting Despatch of Government Business.

With reference to the list of draft ~~xx~~ proposals regarding Decentralisation of powers to the University Council, Vice-Chancellor etc., furnished by you to Government, I am desired to state that in view of the ~~fact~~ ~~that~~ the Report of ~~the Pro-Chancellor~~ Dr C. A. Reddy, ~~University of Mysore,~~ ~~is~~ being under consideration before Government, the discussion of the proposals sent by ~~you is not considered~~ necessary by the ~~Sub Committee~~.

~~Yours sincerely,~~

The sub committee considers that there is no necessity to consider separately the proposals sent by you.

Yours sincerely

No. 104-111/50-51 dt 7/6/50

Dear Sir,

Expediting Despatch of Government Business.

In continuation of ~~this office~~ my D.O. letter No. dated the May 1950 regarding the meeting of the Sub Committee on ~~the 9th instant~~ on Saturday the 9th instant to consider draft proposals of certain Heads of Departments regarding Decentralisation of powers, I am desired to state that the meeting has been postponed. The date of the next meeting will be intimated to you in due course.

Yours sincerely,

D O No/13-125/50.51 20/6/50

Dear Sir,

Expediting Despatch of Government Business.

In continuation of ~~my~~ this office D.O. letter No.104-111/50-51 dated 8th June 1950 intimating the postponement of the meeting proposed to be held on the 9th and 10th instant, I am desired to state that the above meeting ~~is~~ will now be held on the 16th and 17th June 1950. Proposals in respect of the following Heads of Departments will be taken up for discussion by the sub committee on these two ~~dat~~ days and at the time noted against them, in the Chief Secretary's Chambers.

1. The Director of Public Instruction) 16-6-50
2. The Commr. for Rural Development.) at 3 P.M

1. The Director of Public Health) 17-6-50
2. The Chief Conservator of Forests) at 9-30 A.M.

I am to request you kindly to make it convenient to attend the meeting on..... at.....

Yours sincerely,

D.O.No.113-25/50-51

10/6/50

Dear Sir,

Expediting Despatch of Govt. Business.

I am desired to state that a meeting of the Sub Committe will be held at 3 P.M. on the 16th and at 9-30 A.M. on the 17th instant in the Chief Secretary's Chambers to consider draft proposals regarding Decentralisation of powers in respect of the following Heads of Departments. I am to request you kindly to make it convenient to attend the meeting.

16-6-1950 at 3 P.M.

1. The Director of Public Instruction
2. The Commissioner for Rural Development

170601950 at 9-30 A.M.

1. The Director of Public Health
2. The Chief Conservator of Forests.

Yours sincerely,

10/6

The Members of the Sub Committee.

10/6

K. HENJERAPPA, B.A., B.L.,
Director of Anti-Corruption and Efficiency Audit.

BANGALORE,

Dated the June 10, 1950

D. O. No.

Dear Sir,

Expediting Despatch of
Government Business.
***

I am desired to state that a meeting of the Sub Committee will be held at 3 p.m. on the 16th and at 9.30 a.m. on the 17th instant in the Chief Secretary's Chambers to consider draft proposals regarding Decentralisation of powers in respect of the following Heads of Departments. I am to request you kindly to make it convenient to attend the meeting.

16.6.1950 at 3 p.m.

1. The Director of Public Instruction
2. The Commissioner for Rural Development.

17.6.1950 at 9.30 a.m.

1. The Director of Public Health
2. The Chief Conservator of Forests.

Yours sincerely,

10/6

o/c

20 - 6 - 50 Smt. Com as

R. 22nd

as he has already

fixed up his program

this date can be given

to him

THE GOVERNMENT OF MYSORE.

Sri N.S.Hirannayya, M.A.,

D. O. No. 116 C-S.

Encl:

OFFICE OF THE COMMISSIONER, RURAL DEVELOPMENT & DEPRESSED CLASSES, REGISTRAR OF CO-OPERATIVE SOCIETIES, & CHIEF MARKETING OFFICER IN MYSORE,

Bangalore, Dated 9th June 1950

My Dear Henjarappa

E/B/ As per instructions this matter will have to be dealt with by the E.A. with the Govt.

Subject: Delegation of powers to the Deputy and the Assistant Registrars of Co-operative Societies of the Co-operative Department.

I request you to be so good as to arrange for the discussion of the subject relating to the decentralization of powers in the Co-operative Department along with the decentralization of powers in the Rural Development Department ~~at 3.0 P.M. on the 9th instant~~ at the next meeting of the Sub-committee.

Yours
Hirannayya

Sri K.Henjarappa, B.A.,B.L.,
Director of Efficiency Audit & Anti-Corruption,
Bangalore.

IMMEDIATE

D.O. No. 126/50-51 10th June 50

Enc. one Draft Proposals

Dear Sir,

Expediting Despatch of Government Business.

I am desired to enclose herewith Draft Proposals for Expediting Despatch of Government Business embodying the decisions of the Sub Committee constituted by Government and to request you kindly to furnish me very early, at least before the 16th instant, a proof copy of the same, to enable me to place the same before the Sub Committee on the 16th.

Yours sincerely,

7/6/50

Sri. B. Krishnaswamy Chetty, B.E., A.R.P.S., M.A.S.M.E.,
Director of Printing and Stationery,
Bangalore.

M. SHAMANNA, M.A.,
Financial Secretary to Government.

No. Fl. 2238

FINANCIAL SECRETARIAT,

Bangalore, Dated.....12th June *19* 50

EA 154/50-51

Dear Sir,

Sub: Expediting Despatch of Goverment Business.

With reference to your D. O. letter No.113-125/50-51 dated the 10th instant requesting my presence at the Sub Committee meetings on the 16th and 17th inst., I regret my inability to attend the same as on these dates the Public Accounts Committee is scheduled to meet and I shall be engaged therewith.

Yours sincerely,

M Shamanna

Sri K. Henjerappa, B.A., B.L.,
Director of Anti-Corruption
& Efficiency Audit, Bangalore.

THE GOVERNMENT OF MYSORE.

Sri N.S.Hirannayya, M.A.
Registrar.

D. O. No. 128-C.S.

Encl:

OFFICE OF THE COMMISSIONER, RURAL DEVELOPMENT & DEPRESSED CLASSES, REGISTRAR OF CO-OPERATIVE SOCIETIES, & CHIEF MARKETING OFFICER IN MYSORE,

Bangalore, Dated 12th June 1950

Dear Sri Hirannaiah

Expediting Despatch of Government Business.

With reference to your D.O.letter No.113-125/50-51 dated 10th June 1950 intimating that a meeting for the discussion of the said subject will be held on 16-6-50 at 3.0. P.M, I request that the subject relating to the decentralization of powers in the Co-operative Department may also be included along with the Rural Development Department for duscussion on the same day, as desired in my D.O.letter No.116 C.S. dated 9-6-50.

Yours sincerely
K Henjerappa

To

Sri K.Henjerappa, B.A.B.L.,
Director of Anti-Corruption and Efficiency Audit
Bangalore.

CVR.

MYSORE FOREST DEPARTMENT.

Sri M. A. MUTHANNA, B.Sc., I.F.S. (Dip.),
Chief Conservator of Forests.

CHIEF CONSERVATOR'S OFFICE,

Bangalore, dated 13 - 6 - 1950.

D. O. No. P.S.83/50-51

Dear Sir,

Expediting Despatch of Government Business.

Your D.O. letter No.113-125/50-51 dated 10th June 1950. The date fixed suits me and I shall attend the Sub Committee on the 17th June 1950 at 9.30 A.M.

Yours sincerely,

M. A. Muthanna

Sri K.Henjerappa, B.A., B.L.,
Director of Anti-Corruption
and Efficiency Audit,
Bangalore.

GOVERNMENT OF MYSORE

D. O. No. [illegible]/771

B. KRISHNASWAMY CHETTY, B.E.,
Director.

OFFICE OF THE DIRECTOR OF PRINTING,
STATIONERY AND PUBLICATIONS,

Bangalore, dated 13-6-1950 *19*

E1A. 15/6/50

Dear Sir,

EA 157/50-51

Sub:-Expediting despatch of Government Business.

With reference to your D.O.No.126/50-51 dated 10-6-50 enclosing therewith Draft Proposals for Expediting Despatch of Government Business and requesting to furnish the prooofs at least before the 16th instant, I write to state owing to very heavy work in the Press, it is not possible to furnish the proofs on or before the 16th instant.

Arrangements have however been made to set up the matter and the proofs will be sent on the 24th instant.

To.

Sri.K. Henjerappa, B.A., B.L.,
Director of Anti-Curruptin &
Efficiency Audit, Bangalore.

Yours Sincerely.

13/11

PMS.

127-39/50 S-1

Dear Sir,

Expediting Despatch of Government Business

In continuation of my D.O. letter No.113-25/50-51 dated 10-6-1950 ~~regarding the meeting of the Sub Committee~~, I am desired to state that the meeting of the Sub Committee scheduled to be held on the 16th and 17th ~~instant~~ has been postponed and the same is now fixed on the 20th and 22nd instant at 3 P.M. in the Chief Secretary's Chambers when proposals in respect of the following Heads of Departments will be taken up for consideration. I am to request you kindly to make it convenient to attend the meeting.

20-6-1950 at 3 P.M.

1. The Commissioner for Rural Development
2. The Director of Public Health

22-6-1950 at 3 P.M.

1. The Director of Public Instruction
2. The Chief Conservator of Forests.

Yours sincerely,

15/6

To

The Members of the Sub Committee.

15/6.

(Off.)

Dear Sir,

Expediting Despatch of Government Business.

In continuation of my D.O. letter No.113-125/50-51 dated 10-6-1950, I am desired to state that the meeting of the Sub Committee scheduled to be held on the 16th and 17th has been postponed and the same is now fixed on the 20th and 22nd instant at 3 P.M. in the Chief Secretary's Chambers when proposals in respect of the following Heads of Departments will be taken up for consideration.

20-6-1950 at 3 P.M.

1. The Commissioner for Rural Development
2. The Director of Public Health

22-6-1950 at 3 P.M.

1. The Director of Public Instruction
2. The Chief Conservator of Forests

I am to request you kindly to make it convenient to attend the meeting on the nd at 3 P.M.

Yours sincerely,

15/6

To

The Heads of Departments and
Secretatires to Govt.

15/6

15th June 50

Dear Sir,

Expediting Despatch of Government Business.

In continuation of my D.O. letter No.113-125/50-51 dated 10-6-1950, I am desired to state that the meeting of the Sub Committee scheduled to be held on the 16th and 17th has been postponed and the same is now fixed on the 20th and 22nd instant at 3 P.M. in the Chief Secretary's Chambers when proposals in respect of the following Heads of Departments will be taken up for consideration.

20-6-1950 at 3 P.M.

1. The Commissioner for Rural Development.
2. The Director of Public Health

22-6-1950 at 3 P.M.

1. The Director of Public Instruction.
2. The Chief Conservator of Forests.

I am to request you kindly to make it convenient to attend the meeting on the 22nd at 3 P.M.

Yours sincerely,

15/6

K. HENJERAPPA, B.A., B.L.,
Director of Anti-Corruption and Efficiency Audit.

BANGALORE,

Dated the...June 15.....1950

D. O. No. 127-39/5051

Dear Sir,

Expediting Despatch
of Government Business.
***

In continuation of my D.O. letter No.113-25/50-51 dated 10th June 1950, I am desired to state that the meeting of the Sub Committee scheduled to be held on the 16th and 17th has been postponed and the same is now fixed on the 20th and 22nd instant at 3 p.m. in the Chief Secretary's Chambers, when proposals in respect of the following Heads of Departments will be taken up for consideration. I am to request you kindly to make it convenient to attend the meeting.

<u>20.6.1950 at 3 p.m.</u>

1. The Commissioner for Rural Development
2. The Director of Public Health.

<u>22.6.1950 at 3 p.m.</u>

1. The Director of Public Instruction
2. The Chief Conservator of Forests.

Yours sincerely,

15/6

o/c

D.O. No 141-142/50-51

22nd June 50

Dear Sir,

Expediting Despatch of Government Business.

With reference to my D.O. letter No.127-39/50-51 dated 15th June 1950 regarding the Sub Committee meeting on the 20th and 22nd instant, I am desired to state that the meeting scheduled to be held to-day at 3 P.M. has been postponed and the same is now fixed on Friday the 30th instant in the Chief Secretary's Chambers at 3 P.M. I am to request you kindly to make it convenient to attend the meeting.

Yours sincerely,

J.C.H. Wijeratne

22/6

The Director of Public Instruction
The Director of Public Health
The Additional Secretary to Govt.
The Education Secretary to Govt.

MYSORE FOREST DEPARTMENT.

Sri M. A. MUTHANNA, B.Sc., I.F.S. (Dip.),
Chief Conservator of Forests.

CHIEF CONSERVATOR'S OFFICE,

Bangalore, dated 16 - 6 - 1950

D. O. No. P.S.84/50-51

Dear Sir,

Expediting Despatch of Government Business.

Your D.O. letter No.127-39/50-51 dated 15th June 1950. The date fixed suits me and I shall attend the Sub Committee on the 22nd June 1950 at 3 P.M. in the Chief Secretary's Chambers.

Yours sincerely,

M. A. Muthanna

Sri K. Henjerappa, B.A., B.L.,
Director of Anti-Corruption
and Efficiency Audit,
Bangalore.

B. T. KEMPANNA, B.A. LL.B.,
Deputy Commissioner.

OFFICE OF THE DEPUTY COMMISSIONER
AND DISTRICT MAGISTRATE,
BANGALORE DISTRICT,

Dated.....28th June 1950.

D. O. No. P.C. His 1/49-50

Dear Sir,

29/6/50

Expediting Despatch of Government Business

With reference to your letter No.141-149 of 50-51 dated 22-6-1950, regarding the meeting on the above subject, I write to state that I have got three meetings on that day and hence

Dist.Development Committee Meeting.
Dist. Food Council Meeting.
Dist. Tractor Committee Meeting.

I regret that I may not be able to attend the meeting.

Yours sincerely,

Sri K.Henjerappa, B.A.,B.L.,
Director of Anti-Corruption
and Efficiency Audit,
BANGALORE.

GR/-

D.O. No 150-158/50-51

1st July 50

Dear Sir,

Expediting Despatch of Government business.

In continuation of my D.O. letter No.141-149/50-51 dated 22nd June 1950, regarding the Sub Committee Meeting on the 30th of June, I am desired to state that the Meeting has been postponed and the same is now fixed on Wednesday the 19th July 1950 in the Chief Secretary's Chambers at 3 P.M. I am to request you kindly to make it convenient to attend the meeting.

Yours sincerely,

1/7

1) D. P. G. Bungalow
2) D. P. H. Bungalow
3) Addl. Secretary.
4) Edn. Secretary.

The members of the Sub Committee

S.P. Gunda Setty, M.A., B.Sc.,
Assistant to the Director.

No. 162-5/50-51

OFFICE OF THE DIRECTOR OF ANTI-CORRUPTION AND EFFICIENCY AUDIT

Encl. Draft Report.

Bangalore, dated... 17th July 19 50

Dear Sir,

Expediting Despatch of Govt. Business.

I am desired to forward herewith a draft Report regarding the work done by the Committee constituted by Government to go into the question of Decentralisation of powers, proposed to be submitted to Government after the completion of the work of the Committee, for opinion or remarks, if any.

Meetings with the Chief Engineer, Chief Electrical Engineer and the Secretary, Stores Purchase Committee (mentioned on page 4 of the draft Report) have yet to be convened and a meeting with two more Heads of Departments viz., The Director of Public Instruction and the Director of Public Health has now been fixed to be held on the 19th instant.

Yours sincerely,

The Members of the Sub Committee
(by name)(except Chief Secy).

O/c

Draft for approval

Dear Sir,

~~EXPEDITING~~

Expediting Despatch of Govt. Business.

I am desired to forward herewith a draft Report regarding the work done by the Committee constituted by Government to go into the question of Decentralisation of powers proposed to be submitted to Government after the completion of the work of the Committee, for opinon or remarks, if any.

Meetings with the Chief Engineer, Chief Electrical Engineer and the Secretary, Stores Purchase Committee (mentioned on page 4 of the draft Report) have yet to be convened and a meeting with two more Heads of Departments viz., The Director of Public Instruction and the Director of Public Health has now been fixed to be held on the 19th instant.

Yours sincerely,

17/7

To

The Members of the Sub Committee
(except Chief Secy)

REPORT

In pursuance of the decision taken at the meeting of the Secretaries to Government and Heads of Departments with the Chief Minister on the 8th March 1948 the officers concerned were addressed in regard to the forwardal of concrete and definite proposals for implementing the conclusions arrived at the meeting and for improving the despatch of work in the various Government Offices. All except the marginally noted officers have sent their proposals and since these appeared to cover more or less the entire ground, they were classified into three sections viz., I. Decentralisation of Powers, II. System of Work and III. Personnel, with a view to placing them for consideration at a meeting of Ministers, Heads of Departments, Secretaries to Government and Deputy Commissioners of Districts. For one reason or the other the meeting could not be held. Government were, however pleased to direct that a small Committee comprising of:

1. The Chief Secretary to Government,
2. The Financial Secretary to Government,
3. The Revenue Commissioner in Mysore,
4. The Excise Commissioner in Mysore,
5. The Deputy Commissioner, Bangalore (Urban
6. The Deputy Commissioner, Bangalore (Rural
   and
7. The Director of Anti-Corruption and Efficiency Audit,

may go into the question and come to tentativ conclusions on each of the items and also to make such other suggestions as they deem necessary before they are put up to the Chief Minister and discussed at a meeting of the Heads of Departments. Ac

1. The Chief Engineer for Irrigation
2. The Chief Engineer for Roads and Buildings.
3. The General Manager, Mysore State Railway.
4. The Commissioner for Land Records Survey and Settlement.
5. The Chief Electrical Engineer.
6. The Controller of Civil Supplies.
7. The Development Secretary to Govt
8. The General Secretary to Govt.
9. The Law Secretary to Government
10. The P.W. & Electrical Secretary to Government.
11. The Secretary to Government, Railway Department.

Agenda

In pursuance of the decision taken at the meeting of the Secretaries to Government and Heads of Departments with the Chief Minister on the 8th March 1948 the officers concerned were addressed in regard to the forwardal of concrete and definite proposals for implementing the conclusions arrived at the meeting and for improving the despatch of work in the various Government Offices. All except the marginally noted officers have sent their proposals and since these appeared to cover more or less the entire ground, they were classified into three sections viz., I. Decentralisation of Powers, II. System of Work and III. Personnel, with a view to placing them for consideration at a meeting of Ministers, Heads of Departments, Secretaries to Government and Deputy Commissioners of Districts for one reason or the other the meeting could not be held. Government were, however pleased to direct that a small Committee comprising of:

1. The Chief Secretary to Government,
2. The Financial Secretary to Government,
3. The Revenue Commissioner in Mysore,
4. The Excise Commissioner in Mysore,
5. The Deputy Commissioner, Bangalore (Urban)
6. The Deputy Commissioner, Bangalore (Rural) and
7. The Director of Anti-Corruption and Efficiency Audit,

may go into the question and come to tentative conclusions on each of the items and also to make such other suggestions as they deem necessary before they are put up to the Chief Minister and discussed at a meeting of the Heads of Departments. Accordingly,

1. The Chief Engineer for Irrigation
2. The Chief Engineer for Roads and Buildings.
3. The General Manager, Mysore State Railway.
4. The Commissioner for Land Records Survey and Settlement.
5. The Chief Electrical Engineer.
6. The Controller of Civil Supplies.
7. The Development Secretary to Govt.
8. The General Secretary to Govt.
9. The Law Secretary to Government
10. The P.W. & Electrical Secretary to Government.
11. The Secretary to Government, Railway Department.

a meeting of the Committee was held on the 7th and 8th April 1950 in the Chief Secretary's Chambers; all the members being present. Two subjects were taken up for consideration at this meeting i.e., (1) Draft Proposals for Expediting despatch of Government Business and (2) Measures necessary to secure prompt action on the part of departmental officers on the notes and reports of the Efficiency Audit Branch. A copy of the proceedings of this meeting is placed below for perusal.

As per the decision of the above meeting in regard to Decentralisation of powers proposed by several Heads of Departments which are peculiar to the concerned Departments alone, the Secretaries to Government were requested to meet the Heads of Departments, discuss all aspects of the question with special reference to the powers delegated to Heads of Department under Appendix XXII of M.C.A.C. Vol.I(Appendices and Forms) and send a list of powers to be delegated for consideration by the Sub Committee. Proposals in respect of the following Heads of Departments were accordingly received and considered by the Sub Committee. It is presumed that, in the absence of any proposals from them, that Heads of the other Departments who have not sent up proposals, feel no need for any decentralisation of powers, so far as their Departments are concerned.

1. The Revenue Commissioner in Mysore.
2. The Excise Commissioner in Mysore.
3. The Commissioner for Stamps in Mysore
4. The Director of Food Supplies.

a meeting of the ~~Sub~~ Committee was held on the 7th and 8th April 1950 in the Chief Secretary's Chambers; all the members being present. Two subjects were taken up for consideration at this meeting i.e., (1) Draft Proposals for Expediting despatch of Government business and (2) Measures necessary to secure prompt action on the part of departmental officers on the notes and reports of the Efficiency Audit Branch. A copy of the proceedings of this meeting is placed below for perusal.

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1. The Revenue Commissioner in Ayore.
2. The Excise Commissioner in Ayore.
3. The Commissioner for Stamps in Ayore.
4. The Director of Food Supplies.

5. The Commissioner for Food Production.
6. The Director of Agriculture in Mysore.
7. The Senior Surgeon in Mysore.
8. The Director of Animal Husbandry Services.
9. The Director of Industries and Commerce.
10. The Board of Management of Industrial Concerns.
11. The Director of Sericulture.
12. The Controller of Civil Supplies.
13. The Inspector General of Police in Mysore.
14. The Director of Printing, Publication and Stationery.
15. The Chief Conservator of Forests in Mysore
16. The Commissioner for Rural Development.
17. The Director of Public Health in Mysore.
18. The Director of Public Instruction in Mysore.

In the case of Registrar of Co-operative Societies and the Commissioner for Economic Development and Planning, the proposals being of a general nature, having already been discussed at earlier meetings and included in the general list of powers to be delegated to all the Heads of Departments, were not placed before the Committee for consideration. With regard to the University of Mysore, the proposals sent by the Registrar were not discussed in view of the Report of Dr. C. R. Reddy, the Pro-Chancellor being under the consideration of Government.

The proposals were tabulated under columns 1. Nature of Powers, 2. Existing Limits or Extent, 3. Proposed Extent of Delegation and 4. Concerned Secretary's remarks, and placed before the Sub Committee for consideration as and when they were received. The concerned Heads of Departments and Secretaries to Government were invited to attend the meeting and their opinion and remarks elicited while proposals in respect of them were taken up for discussion and every item of the proposal was analysed in detail and the necessity for the proposed

decentralisation

decentralisation fully examined before arriving at a decision. In matters where technical details were wanting, Departments such as P.W.D., Electrical and S.P.C. were also consulted.

In all, the Sub Committee met..... times and..... items were discussed and decisions arrived at.

The printed draft proposals embodying the decisions of the Sub-Committee together with a copy of a Draft Scheme of Training to Recruits drawn up by the Director of Anti-Corruption and Efficiency Audit and approved by the Sub Committee is put up for perusal.

B. T. KEMPANNA, B.A. LL.B.,
Deputy Commissioner.

OFFICE OF THE DEPUTY COMMISSIONER
AND DISTRICT MAGISTRATE,
BANGALORE DISTRICT,

D. O. No. P.C. Misc/50-51.

Dated 17th July 1950.

Dear Sir,

Expediting Despatch of Govt. Business.

With reference to your D.O.No.150-158/50-51 dated 1st July 1950 fixing above Sub Committee meeting on the 19th inst. at 3 P.M., I write to state that as I shall be touring - with the Revenue Commissioner in the District, I shall not be able to attend the meeting on that day.

Yours sincerely,

Sri K. Henjarappa, B.A., B.L.,
Director of Anti-Corruption
and Efficiency Audit,
Govt. of Mysore, Bangalore.

D.O.No. 166/50-51

24th July 50

Dear Sir,

Expediting Despatch of Government Business.

I am desired to state that the Committee constituted by Government to go into the question of Decentralisation of powers to Heads of Departments with a view to expediting despatch of work in Government Offices, has been considering for some time past, proposals sent by several Heads of Department in this behalf. There has been a general complaint from most of the Heads of Deparments that though they have been vested with powers to sanction construction of buildings and to countersign estimates prepared by Departmental Engineers in respect of them upto a limit prescribed, they are not in a position to execute the works through Departmental Agency, without the estimates again being sent either to the Executive Engineer, or the Superintending Engineer or the Chief Engineer as the case may be. This procedure is stated to involve much delay which, not only hampers the smooth working of the Departments but also is a cause for loss of Revenue to Government. To facilitate the Committee arriving at a decision on proposals sent by Heads of Departments in this regard, clarification on the following points is desired.

(a) The details of the present procedure followed in the Public Works Department with regard to sanction of Original works and repairs of buildings and other works;

(b) the powers of sanction of estimates of several officers of the Public Works Department in respect of works;-

(1) exclusively of their Department;

(2) when works are executed on behalf of other departments;

and

(3) when P.W.D. officers are lent to other Department.

I am therefore to request you kindly to make it convenient to attend the meeting of the Committee at 3 P.M. on the 1st of August 1950 in the Chief Secretary's Chambers and to place before the Committee your opinion and views on the above points.

Yours sincerely,

K Hanumanthappa
24-7-50

Sri. M. N. Lakshman Rao, B.A., B.E.,
Chief Engineer for Mysore,
Bangalore.

D.O. No. 167/50-51

24th July 50

Dear Sir,

Expediting Despatch of Government Business.

I am desired to state that the Sub Committee constituted by Government to go into the question of Decentralisation of powers to Heads of Departments with a view to expediting despatch of work in Government offices, has been considering for some time past, proposals sent by several Heads of Departments in this behalf. In a few of these proposals the Heads of Departments have urged to delegate them with powers to purchase certain articles such as raw materials required by the Industries and Commerce Department, Medical Supplies to the Medical and Public Health Departments etc., direct from firms without adopting the procedure of having to go through the Stroes Purchase Committee or to modify the precedure with a view to expediting the purchase of their requirements at the commencement of the official year. It is explained that much delay is caused by approaching the Stores Purchase Committee every time with their requirements. The Committee would like to have your opinion and views in the matter before arriving at a decision on these proposals. I am therefore, to request you to kindly make it convenient to attend the meeting of the Committee at 4 P.M. on the 1st of August 1950 in the Chief Secretary's Chambers and to furnish your views on the above before the Committee.

Yours sincerely,

K Hanumanthaiya
24/7

Sri. Louis DeSouza, B.A.(Cantab),
Secretary,
Stores Purchase Committee,
Bangalore.

D.O. No. 168/50-51

24th July
25th

50

Dear Sir,

Expediting Despatch of Government Business.

I am desired to state that the Committee constituted by Government to go into the question of Decentralisation of Powers to Heads of Departments with a view to expediting despatch of work in Government offices, has been considering for some time past, proposals sent by several Heads of Departments in this behalf. In a few of these proposals the Heads of Departments have urged to delegate them with powers to carry out electrical installations to buildings under their control without the necessity of approaching the Electrical Department. It is explained that much delay is caused if the works are entrusted with the Electrical Department with the consequent hampering of Government work. The Committee would like to have your opinion and views in the matter before arriving at a decision on these proposals. I am therefore to request you to kindly make it convenient to attend the meeting of the Committee at 4 P.M. on the 1st of August 1950 in the Chief Secretary's Chambers and to furnish your views before the Committee.

Yours sincerely,
K. Hanjappa
24/7

Janab M. Hayath, B.E.,(Mech), B.S.E.E.,
Chief Electrical Engineer,
Bangalore.

DO. NO. 169-73/50-51.

25/7/50

Draft for approval

Dear Sir,

Expediting Deapatch of Govt. Business.

I am desired to state that a meeting of the Sub Committee will be held on the 1st of August 1950 at 3 P.M. in the Chief Secretary's Chambers to reconsider certain proposals deferred earlier for want of technical details in respect of them. To assist the Committee ~~to arrive~~ in arriving at a decision on these proposals, the Chief Engineer, The Chief Electfical Engineer and the Secretary, S.P.C. as also the concerned Heads of Departments have been requested to be present at the meeting.

I am to request you kindly to ~~be~~ make it convenient to attend the meeting.

Yours sincerely,

24/7

The Members of the Sub Committee.

Draft for approval

Dear Sir,

D.O. No 174-8/50-51
25/7/50

Expediting Despatch of Government Business.

With a view to arriving at a decision ~~on~~ on the following proposals sent by certain Heads of Departments, the Chief Electrical Engineer and the Secretary, Stores Purchase Committee have been requested to be present at the meeting of the Committee at 4 P.M. on the 1st of August 1950 in the Chief Secretary's Chambers.

1. To delegate certain Heads of Departments with powers to purchase certain articles such as raw materials, Medical Supplies etc., direct from firms without adopting the procedure of having to go through S.P.C. or to modify the present procedure with a view to expediting the purchase of their requirements at the commencement of the official year.

2. To carry out electrical installations to buildings under their control without the necessity of approaching the Electrical Department

I am to request you kindly to make it convenient to attend the meeting and to furnish your views in the matter.

Yours sincerely,

24/7/50

D.O.No. 179-83/50-57
25/7/50

Draft for approval

Dear Sir,

Expediting Despatch of Government Business.

With a view to arriving at a decision on certain proposals sent by Heads of Departments re: sanctioning and countersigning estimates in respect of original buildings and other works under their jurisdication, the Chief Engineer has been requested to be present at the meeting of the Committee at 3 P.M. on the 1st of August 1950 in the Chief Secretary's Chambers.

I am to request you kindly to make it convenient to attend the meeting and to furnish your views in the matter.

Yours sincerely,

8417

The Director of Agriculture
The Director of Animal Husbandry
The ~~D.F.S.~~ C.C.F.
The Chief Electrical Engineer
~~The Chief Engineer~~
The Director of Industries and Commerce.

No. 365/50-57

Proof 26th July 50

To

The Director of Printing, Stationery
and Publication, BANGALORE.

Sir,

Expediting Despatch of Government Business.

In returning herewith the proof copy of the Draft Proposals regarding Decentralisation of Powers with certain omissions, alterations and additions, I have the honour to request you to kindly arrange to furnish this office with another Proof of the same with in the end of this month. Proposals against which it is noted as delete may be omitted from the printing altogether.

Yours faithfully,

FOR DIRECTOR.

To,

The Director of Printing, Stationery & Publications, Bangalore.

Sir,

Expediting Despatch of Govt. Business

In returning herewith the proof copy of the draft proposals re: Decentralisation of Powers with certain omissions, alterations and additions, I have the honour to request you to kindly arrange to furnish this office with another proof of the same within the end of this month. Proposals against which it is noted as delete maybe omitted from the final draft.

Yours faithfully,

Sd/-

Fin Director

26/7/50

T.K. Day and — may kindly be the Printed Pamphlet taking all the omissions. I see the final proof is expected by 15th

By

Subed. Attended to.

26/7

Tel. Address: "EDUCATION"
Telephone: No. 2350.

DEPARTMENT OF PUBLIC INSTRUCTION.

Postal Address
POST BOX No. 49.

GOVERNMENT OF MYSORE

D. O. No. P.S. 145/50-51.

B. Hanumantha Rao,
~~XXXXXXXXXXXXXXXX~~
Personal Assistant to the
Director of Public Instruction.

BANGALORE,

Dated 26th July 1950.

Dear Sir,

With reference to your No.174-8/50-51 dated 24/25th July 1950 requesting the Director of Public Instruction to attend the meeting of the Sub-Committee to be held on the 1st August 1950, I am desired to inform you that he would not be able to attend the same as he would be away at Mangalore on C.L. on that time.

Yours sincerely,

B Hanumanthaiah

Sri K. Henjarappa, B.A., B.L.,
Director of Anti-Corruption,
Bangalore.

MYSORE FOREST DEPARTMENT.

D. O. No. P.S.108/50-51

Sri M. A. MUTHANNA, B.Sc., I.F.S. (Dip.),
Chief Conservator of Forests.

CHIEF CONSERVATOR'S OFFICE,

Bangalore, Dated.....29.-.7.-.....1950.

1/8/50

Dear Sir,

Expediting Despatch of Government Business.

Your letter No.179-83/50-51 dated 24th/25th July 1950. The date fixed suits me and I shall attend the Sub Committee on the 1st of August 1950 at 3.P.M. in the Chief Secretary's Chambers.

Yours sincerely,

M. A. Muthanna

Sri K. Henjerappa, B.A., B.L.,
Director of Anti-Corruption
and Efficiency Audit,
Bangalore.

B. T. KEMPANNA, B.A. LL.B.,
Deputy Commissioner.

OFFICE OF THE DEPUTY COMMISSIONER
AND DISTRICT MAGISTRATE,
BANGALORE DISTRICT,

D. O. No. P.C. mis/50-51

Dated 1st August 1950.

Dear Sir,

Sub: Expediting despatch of Govt. work - Sub Committee meeting.

With reference to your letter No. 169-73/50-51 dated 24/25/7/50 requesting me to be present at the sub committee meeting in the chambers of the Chief Secretary at 3 P.M. today, I regret to state that due to some other urgent engagements, I am unable to attend the said meeting to-day.

Yours sincerely,

Sri K. Henjarappa, B.A., B.L.,
Director of Efficiency Audit
Bangalore.

Tele ms :—" GOMED "

MR. K. VEDANTHIENGAR, B.E., A. M. I. E. E.

DEPUTY CHIEF ELECTRICAL ENGINEER.

Telephone No. { OFFICE : 2778 RESIDENCE : 2998

OFFICE OF THE CHIEF ELECTRICAL ENGINEER
TO THE GOVERNMENT OF MYSORE.

D. O. No. 1098

BANGALORE 31st July 1950.

Dear Sir,

Expediting Despatch of Government Business.

With reference to your D.O.No.179-83/50-51 and No. 163/50-51 dated the 24/25th instant, I am desired by Janab M.Hayath, Chief Electrical Engineer, to inform you that he had to leave Bangalore for Sivasamudram on the 29th instant in connection with the protective works to be done at the Generating Station there due to high water level in Cauvery and he will have to remain there till the 2nd proximo. He therefore regrets very much that he will be unable to attend the meetings at 3 PM and 4 P.M. in the Chief Secretary's Chambers on the 1st proximo.

Yours sincerely,

K Vedanthiengar

Sri K. Henjerappa, B.A., B.L.,
Director of Anti-Corruption
and Efficiency Audit,
BANGALORE.

KV-CSC.

OF ANTI-CORRUPTION AND
OFFICE OF THE DIRECTOR, EFFICIENCY AUDIT.

No. No. 21/50 S-1
en bloc file.
5/8/50.

ORDER

1. 338/C.B. 2. 499/C.B. 3. 519/C.B.
4. 420/C.B. 5. 571/C.B. 6. 613/C.B.
7. 548/C.B. 8. 366/C.B. 9. 397/C.B.
10. 500/C.B. 11. 596/C.B. 12. 482/C.B.
13. 510/C.B. 14. 419/C.B. 15. 547/C.B.
16. 597/C.B.

NOTE

DECENTRALISATION OF POWERS.

Files bearing the marginally noted Diary Nos. regarding Decentralisation of Powers sent to this office in connection with the meeting of the Sub Committee constituted by Government are returned herewith as the work of the Committee has since been completed.

CHIEF SECRETARY) 3/9
W/C

[P.T.O.

GOVERNMENT OF MYSORE.

~~GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.~~

No. S.R. 2635/Ex

General and Revenue Secretariat,

Dated Bangalore, 14th Aug. *19* 50.

~~E.A. 27/50~~

FRO

27

The Secretary to the Government of Mysore,

~~His Highness the Maharaja of Mysore.~~

Revenue Department.

To

The Director of Efficiency Audit and Anti-Corruption,
Bangalore.

SIR,

Subject :- Delegation of Powers to the Excise Commissioner.

With reference to your Memo No.E.A.107/50-51 dated 16th May 1950 returning this office file on the above subject, I am directed to request that the decision, if any, taken on the proposal of the Excise Commissioner for delegation of further powers to him, particularly under "rewards in Excise cases" may kindly be intimated. A copy of the Proceedings of the meeting at which this subject was considered may also be sent to Government if available.

Yours faithfully,

C. Venkataraya

for Secretary to Government,
Revenue Department.

ACA/2.

Subd

Draft letter put up for approval.

16/8/50

EA 402/50-51

To

The Secretary to Government,
Revenue Department, Bangalore.

Sir,

Delegation of powers to the Excise Commissioner.

With reference to your letter No.S.R.2635/Ex. dated 14th August 1950, on the above subject, I have the honour to enclose herein a copy of the draft proposal of the Excise Commissioner re: "Rewards in Excise Cases" embodying the decision of the Sub Committee, as desired. ~~In this ... may be ... that~~ The decision arrived at by the Committee on the subject is not final, as the Committee was constituted to go into the questions of Decentralisation of Powers to Heads of Departments and come to tentative conclusions before they are placed before the Chief Minister and a regular meeting of Heads of Departments and Secretaries to Government.

Yours faithfully,

K Hanjerappa 16/8
DIRECTOR

22nd August 0

192-95/50-51

Encl. Proceedings.

Dear Sir,

SUBJECT:- Expediting Despatch of Government Business.

I am desired to forward herewith for information, a copy of the proceedings of the meeting of the Sub Committee held on the 1st of August 1950 at 3 P.M. in the Chief Secretary's Chambers.

Yours sincerely,

The R.C.
The E.C.
The Fl. Secy.
The D.C.,B'lore.

O/c

PROCEEDINGS OF THE MEETING OF THE SUB COMMITTEE CONSTITUTED BY GOVERNMENT TO CONSIDER THE MEASURES FOR EXPEDITING DESPATCH OF GOVERNMENT BUSINESS, HELD ON THE 1ST OF AUGUST 1950 AT 3 P. M. IN THE CHIEF SECRETARY'S CHAMBERS.

The meeting consisted of two sessions - one from 3 P.M. and the other from 4 P.M. and the following officers were present:-

1. Sri. K. Srinivasan, B.Sc., Chief Secretary to Government.
2. " K. Henjerappa, B.A., B.L., Director of Anti-Corruption and Efficiency Audit.
3. Rajakaryaprasakta Sri. V. Vedavyasacharya, B.A. Revenue Commissioner in Mysore.
4. Sri. M. Shamanna, M.A., Financial Secretary to Government.
5. " K. Subba Rao, B.A., Excise Commissioner in Mysore.
6. " B. T. Kempanna, B.A., LL.B., Deputy Commissioner, Bangalore.
7. " M. N. Lakshman Rao, B.A., B.E., A.M.I.E., Chief Engineer for Mysore.
8. " B. S. Narasinga Rao, B.A., B.E., P.W. Secretary to Government and Special Chief Engineer.
9. " K. H. Srinivasan, M.A., B.Sc., Director of Agriculture.
10. Dr. P. M. Narayanaswami Naidu, B.Sc., L.V.P., Sc.D., F.F.A.S., Director of Animal Husbandry Services.
11. Sri. M. A. Muthanna, B.Sc., Chief Conservator of Forests.
12. " R. Ramakrishna, M.Sc., E.E., M.A.I.E.E., Director of Industries and Commerce.
13. " N. A. Iyengar, L.R.C.P., M.R.C.S., Senior Surgeon in Mysore.
14. " Louis DeSouza, B.A., Secretary, Stores Purchase Committee.
15. " B. Krishnaswamy Chetty, B.E., A.R.P.S., M.A.S.M.E., Director of Stationery, Printing and Publications.

The Committee first took up for consideration the proposal regarding sanction and execution of Original Works.

The Chief Engineers explained the reasons for the delay in the sanction and execution of such original works.

The plans and estimates got prepared by the Departmental P.W.D. officers are sent in the first instance to either the Executive Engineer, Superintending Engineer or the Chief Engineer as the case may be depending upon the limits of powers of sanction, for scrutiny. After scrutiny, they are sent back to the Head of the Department that initiated the proposal who will either sanction it himself (if within his limits) or send them on to Government in the Administrative Secretariat for sanction. The Administrative Secretary will send them on to the P.W. Secretary for concurrence, who in his turn refer them to the Public Works Department un-officially for scrutiny before furnishing his opinion. Sanction of Government to the plans and estimates will be accorded after the concurrence of the P.W. Secretary.

The above procedure was discussed at some length and the following modified procedure was proposed with a view to avoid the delay.

The Heads of Departments who have grants given to them for carrying out original works and repairs, will have the estimates prepared in their own Department at the hands of the Assistant Engineers and other officers of the

P.W.D.....

P.W.D. attached to their Department, if any, as usual, and thereafter these estimates will be sent to the Executive Engineer, Superintending Engineer or the Chief Engineer, as the case may be, depending upon the limits of powers of sanction already accorded to such officers of the Public Works Department.

After scrutiny of these estimates and general approval of the designs etc., they will be sent back by the P.W.D. officers to the Head of the Department who initiated the proposals, and the Heads of Departments will either sanction them, if within their powers or send them up to the Administrative Secretary to Government dealing with that particular Department for sanction.

The Administrative Secretary to Government will not thereafter refer s to the P.W. Secretary as is being done now, unless the work relates to a matter which is beyond the powers of sanction of the Chief Engineer in which case, even though the estimates may have been scrutinised by the Chief Engineer they should have the concurrence of the P.W. Secretary also.

The following are ascertained to be the powers exercised by certain of the Heads of Departments at present:-

1. The Chief Conservator of Forests:		
Powers of sanction	..	Upto Rs.2,500/-
Powers of execution (in respect of buildings only)	..	Rs.10,000/-
2. The Director of Agriculture	..	Rs.2,500/-
3. The Director of Veterinary and Animal Husbandry Services	..	Rs.1,000/-
4. The Inspector General of Prisons	..	Rs.2,500/-
5. The Director of Public Instruction	..	Rs.5,000/-
6. The Director of Sandal Oil Factory:		
Powers of sanction	..	Rs.3,000/-
Powers of executior	..	Rs10,000/-

In view of the present ruling prices of building materials it was decided to enhance the present powers of all the Heads of Departments, without affecting the special powers exercised by certain Heads of Departments in this behalf to Rs.5,000/- and this has been included in the list of powers to be delegated to all the Heads of Departments.

The consessus of opinion was that the various P.W.D. officers posted for work in other Departments need not be entrusted with powers of execution also; in which case, there may not be much work for such P.W.D. officers in the various Departments as their work will be confined to the preparation of plans and estimates. There is therefore a good case for the withdrawal of all these officers to the Public Works Department.

The Committee next took up for consideration the proposals of certain Heads of Departments to authorise them to make purchases of certain items of articles required by them locally, by calling for quotations instead of through

the.....

the Stores Purchase Committee with a view to avoiding the delays caused by adopting the latter method.

The Secretary, Stores Purchase Committee who was consulted in the matter stated that the delay caused is partly due to the Heads of Departments not furnishing with their indents,

1. Particulars of articles required;
2. Quantities etc,
3. Government Orders sanctioning the purchase; etc.

The Committee was of the view that the following points should be observed hereafter to avoid delay now being caused:-

1. In regard to indents for articles of normal requirements the S.P.C. Secretary should not ask for sanction of Government as budget provision will be there, and such purchase would have been stabilised over a period of years.

2. For new or extraordinary items, sanction of Government should be obtained before asking the Secretary, Stores Purchase Committee to proceed.

3. All normal items should be listed and sanction of Government obtained once for all for their purchase within budget sanction by the Heads of Departments.

4. After quotations are received they are being sent to the Heads of Departments and the Head of Department has to obtain sanction of Government in the administrative secretariat. Delays in this behalf have to be avoided. The Head of Department will, when he sends them to the Administrative Secretary, send a copy with the quotations simultaneously to the Secretary, S.P.C. Within 15 days thereafter the Head of Department will fix up a meeting with the Administrative Secretary and the Secretary, S.P.C. when the matter will have to be settled finally.

5. A Calendar has to be drawn up for sending up indents to S.P.C. This is necessary as it is not possible to expect the S.P.C. Office to deal with all the indents at the same time. It would also not be possible to have meetings and settle up matters, as at 4 above, all at the same time. It is also necessary to arrange for an equitable flow of work in the S.P.C. Office and the Secretariat. The S.P.C. will take 2 months usually from the date of receipt of indent, to settle matters in the case of all local purchases and 3 months for foreign purchases.

The meeting adjourned sine die.

SRI. GEORGE MATTHAN, B.Sc.,
Additional Secretary to Government.

D. O. No. M 9615

GENERAL AND REVENUE SECRETARIAT

Dated, Bangalore, 22 August 1950

23/8/50

Dear Sri. Henjerappa,

283
E.A

With reference to the correspondence ending with your D.O. letter No.150-58/50-51 dated 1-7-1950 in the matter of expediting despatch of Government business, I request you to be so good as to send a note furnishing details of the powers proposed to be delegated to the Director of Public Health by Government so as to facilitate similar action being taken for delegating powers to the subordinate officers of the Director of Public Health.

Furnish.

I shall be obliged for an early compliance.

Yours sincerely,

Sri.K. Henjerappa, B.A.,B.L.,
Director of Anti-Corruption and Efficiency Audit,
Bangalore.

D.O. No. 201/50-51 dt/ 7-9-50
Enc. list.
DRAFT FOR APPROVAL

Bear Sri. George Matthan,

As desired in your D.O. letter No. M.9415 dated 22nd August 1950 I am enclosing a copy of the list of proposals regarding Decentralisation of Powers, embodying the decisions of the Committee, in respect of the Director of Public Health in Mysore. The relevant extract referred to in the list against Sl.Nos.1, 2, 3, 4, 8 and 9, viz., items No.4 and 5 under Senior Surgeon, is also appended.

In this connection, I may state that these decisions are tentative and have to be submitted to Government for approval or other orders.

Yours sincerely,

The Additional Secretary to Govt.
(By name)

Ev.O. 32/1951
6/5/51

Expediting Despatch of Government Business.

A copy of the Report together with a proof copy of the proposals regarding Decentralisation of powers embodying the decisions of the Committee, proposed to be submitted to Government for taking further action is placed below. The Report may kindly be returned with your signature together with the proof copy at an early date.

DIRECTOR

Chief Secretary to Government.)
Financial Secretary to Government,)
Revenue Commissioner in Mysore.)
Excise Commissioner in Mysore.)
Deputy Commissioner, Bangalore.

The file with the Report & Proof was handed over to the Director on 6/9/50.

Do No. 20 27 5 2.5 1
16/9

16th September 50

Dear Sri. Kempanna,

I write to state that the Report of the Sub Committee constituted by the Government to go into the question of Decentralisation of Powers along with the proof copy of the decisions arrived at by the Committee was sent for signature to all the members sometime last week. I now understand that the file has been sent to you after the others having signed it. I request you kindly to return the Report along with the Proof copy at an early date for taking further action.

Yours sincerely,

16/9

Sri. B. T. Kempanna, B.A.,LL.B.,
Deputy Commissioner,
Bangalore District,
BANGALORE.

D.O.No.205/50-51

IMMEDIATE Encl. Proof.

22/9/50

Dear Sri. Krishnaswamy Chetty,

Decentralisation of Powers.

In returning the Proof copy regarding Decentralisation of Powers, I write to request you kindly to arrange to print and supply 200 copies of it before the end of this month. As the subject is proposed to be included in the Agenda for the Officers Meeting during Dassara at Mysore, somewhere in the middle of next month, and as the copies should at least be ready a fortnight before the meeting for distribution among several officers, I request you kindly to see that the work is pushed through urgently.

Yours sincerely,

22/9

Sri. K. Krishnaswami Chetty, B.E. etc.,
Director of Printing and Stationery,
Bangalore.

Obt. in approved

22/9

22/9

GOVERNMENT OF MYSORE.

General and Revenue Secretariat,

No. 8928/C.B. Dated, Bangalore, 21.9.1956.

FROM

The Chief Secretary to the Government of Mysore.

To

The Director of Anti-Corruption & Efficiency Audit,
Bangalore.

Sir,

Subject: Decentralisation of powers.

***

In continuation of this office letter No.1845/C.B. dated 12th May 1950 on the above, I am directed to request that action may be taken to expedite the final report regarding Decentralisation of Powers and to have this subject included in the agenda for the Officers Meeting during Dasara at Mysore.

Yours faithfully,

Chief Secretary to Government.

LC/3

The Director of Anti-Corruption & Efficiency Unit,
Tarawa.

Subj ect: Decentralisation of po ers.

In continuation of this office letter No.1SM4/C.R. dated 12th May 1950 on the above, I am directed to recommend that action may be taken to expedite the final report regarding Decentralisation of powers and to have this matter included in the agenda for the Officers Meeting during Bases at Tarawa.

Yours faithfully,

Sd/- [illegible]
Chief Secretary to Government.

lcf/

[illegible]

EA 521/50-51
23/9/50

23rd Septmber . 50

To

The Chief Secretary to the Government of Mysore,
Bangalore.

Sir,

SUBJECT:- Decentralisation of Powers.

In reply to your letter No.8928/C.B. dated 21st September 1950 on the above subject, I have the honour to state that the final proof of the Report regarding Decentralisation of Powers is under print and expected to be ready by the end of this month. The Revenue Secretary to Government is separately addressed to include this subject in the agenda for the Officers Meeting during Dassara at Mysore.

Yours faithfully,

2319
DIRECTOR

DRAFT FOR APPROVAL

To

The Chief Secretary to Government of Mysore,
Bangalore.

Sir,

Subject:- Decentralisation of powers.

In reply to your letter No.8928/C.B dated 21st September 1950 on the above subject, I have the honour to state that the final proof of the Report regarding Decentralisation of Powers is under print and is expected to be ready by the end of this month. The Revised Secretary is expected ~~The subject may, however, be~~ to include this subject in the agenda for the Officers Meeting during Dassara at Mysore, as proposed.

Yours faithfully,

K. Venkatappa
DIRECTOR
23/2

No. E A 522/50-51.

Cee ore 25/9/50

DRAFT FOR APPROVAL

To

The Secretary to Government of Mysore,
Revenue Department, Bangalor

Sir,

SUBJECT:- Decentralisation of Powers.

I have the honour to state that during February 1950 Government were pleased to appoint a Committee to go into the question of Decentralisation of Powers and come to tentative conclusions on each item of the proposals. The Committee has since finalised its work and its Report which is under print is expected to be ready by the end of this month. In his letter ~~dated~~ No.8928/C.B. dated 21st September 1950 (copy enclosed) the Chief Secretary has requested me to take action to have this subject included in the agenda for the Officers Meeting during Dasara at Mysore. I therefore request you kindly to arrange for the inclusion of this subject viz., 'consideration of the Report of the Committee constituted by Government to go into the question of Decentralisation of Powers to Heads of Departments' in the Agenda to be got up for the Officers Meeting at Mysore during Dasara. Arrangements will be made to distribute the above Report copies of the among the several Officers if a list of those invited for the Meeting ~~could be~~ is made available to this office.

Yours faithfully,

2319

DIRECTOR

22/9

Date [illegible]

INVOICE

No. 15740

To [illegible]

[illegible]

W.D.	Description	Quantity		No. of packets
		In fig.	In words	
[illegible]	[illegible]	[illegible]	[illegible]	
	[illegible]	[illegible]	[illegible]	
	[illegible]	[illegible]	[illegible]	
	[illegible]	[illegible]	[illegible]	
	[illegible]	[illegible]	[illegible]	
	Belugas Ruby	—	Hundred [illegible]	

By Order,

[illegible]

Despatcher. *Invoice Clerk.*

"Opened in my presence and the contents found correct."

Place .....

Date..... [P.T.O.]

Signature and Designation of the Receiving Office

Note.—1. The [illegible] should be returned to the Superintendent, Government Printing within one week after the receipt of the consignment acknowledging the contents.

Note.—2. The case or covering should be sold by auction, and the amount realized remitted to the Treasury and the Treasury Receipt forwarded to the Superintendent, Government Printing.

WD 02918—GPB—500 bks. of 100 shts. each in triplicate—1-48

Ev-o No. 34-43/50-57
Encl are Repu

OF ANTI-CORRUPTION AND
OFFICE OF THE DIRECTOR, EFFICIENCY AUDIT.

ORDER

NOTE

SUBJECT:- Expediting Despatch of Government Business.

A copy of the Report of the Committee constituted by Government to go into the question of Decentralisation of Powers, is placed below for kind perusal. This subject has been proposed to be included in the Agenda for the Officers Meeting to be held at Mysore on the 19th instant.

K Satyanarayana 6/10
DIRECTOR

O/C

(The Minister, to Govt.)

[P.T.O.

DO. No. 207-211/SVS/
5/10.

5th October

Dear Sir,

Subject:- Decentralisation of Powers.

I am enclosing, for your information, a copy of the Report of the Committee constituted by Government to go into the question of Decentralisation of Powers. This subject is proposed to be included in the Agenda for the Officers Meeting to be held at Mysore during Dasara.

Yours sincerely,

JEM
5/10.

To.
The Members of the Sub Committee.

B.P. Gunda Setty, M.A.,B.Sc.,
Assistant to the Director.

D.D. No. 211-37/50-51

OFFICE OF THE DIRECTOR OF ANTI-CORRUPTION AND EFFICIENCY AUDIT

Encl. One Report

Bangalore, dated. 9th October *1950*.

Dear Sir,

Subject:- Expediting Despatch of Govt. Business.

I am desired to forward, for your information, a copy of the Report of the Committee constituted by Government to go into the question of Decentralisation of Powers. This subject has been proposed to be included in the Agenda for the Officers Meeting to be held at Mysore on the 19th instant.

The receipt of the Report may kindly be acknowledged.

Yours sincerely,

Sri. T. Chandrasekhariah, B.A.,M.B.B.S.,M.P.H.,
Director of Public Health in Mysore,
BANGALORE.

Personally delivered by the Dr.

Confidential Branch, Sri Dayanand,
G. R. S.

Rd a copy of the report of the committee constituted by Govt. on Decentralisation of power.

J. Chandrasekharan. DPH.
7/10/50

Dr. Gopalan Esq. has acknowledged above. has received a copy of the report. please send the list of the ministers, members except the D.C.'s, of the Govt. committee of Rev. ~~Committee~~ secretary who have received the copies.

7/10

No. 211-37/50-51
Dt 9-10-50

1. Revenue Commissioner
2. Excise
3. Director of Food Supplies. 1
4. Inspector General of Police 2
5. Director of Agriculture. 3
6. D. P. I. 4
7. Director of Public Health 5
8. Director of Industries & Commerce. 6
9. Commissioner for Labour 7
10. Public Service Commissioner 8
10. Chief Engineer 9
12. Spl. Chief Engineer 10
13. Accountant General 11
14. Chief Conservator of Forest. 12
15. Registrar of Co-operative Societies & Rural Development. 13
16. Senior Surgeon. 14
17. Supt. Land Records & Settlement. 15 - Gopal Raj. Ex N.A.K
18. Director Animal Husbandry 16
19. Commissioner Bangalore Corporation 17
20. Municipal Commissioner Mysore. 18
21. Chief Electrical Engineer 19
22. Director Anti-Corruption & Efficiency Audit
23. Supt. Sericulture. 20

All D. C's

All Secretaries to Govt. 27

The commissioner for Food Production

9/10
57

Government of Mysore.

General and Revenue Secretariat,

No.R.7632-70/
R.M.57-50-2

Dated, Bangalore, 6th October 1950.

9/10
347
EA

OFFICIAL MEMORANDUM

An Officers' Meeting consisting of Heads of Departments and Deputy Commissioners of Districts is proposed to be held at Mysore on the 19th instant at 2 P.M., in the Court Hall of the District Office, Mysore. The Heads of Departments and Deputy Commissioners of Districts are requested to send immediately on or before the 12th instant, any subjects they would propose for discussion at that meeting together with detailed notes. The subjects should be sufficiently important and of general interest as to concern more than one Department. Purely local or routine matters which are ordinarily disposed of by direct correspondence need not be proposed.

By Order,

Rangamellia

Secretary to Government,
Revenue Department.

To
The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.

GOVERNMENT OF MYSORE.

No. R7708/RM5750

General and Revenue Secretariat,

Dated Bangalore, 7-10-1950.

FROM

The Secretary to the Government of Mysore,
Revenue Department.

To

The Director of Anti-Corruption
and Efficiency Audit, Bangalore.

SIR,

Subject:- Decentralisation of Powers.

Please refer to your letter No. E.A.522/50-51 dated 25th September 1950, I am directed to state that the subject viz., 'Consideration of the Report of the Committee constituted by Government to go into the question of Decentralisation of Powers to Heads of Departments' has been included in the agenda for the Officers' Meeting to be held at Mysore on the 19th instant. The copies of the report sent by you have been sent to the Deputy Commissioners in the moffusil and it is understood that arrangements have been made by you for distribution of the copies of the report, to the Heads of Departments the Secretaries to Government and the Deputy Commissioner, Bangalore. A list of the Officers asked to attend the meeting is enclosed.

Yours faithfully,

Secretary to Government,
Revenue Department.

LIST.

1. The Revenue Commissioner in Mysore.
2. The Excise Commissioner in Mysore.
3. The Director of Food Supplies.
4. The Inspector General of Police.
5. The Director of Agriculture in Mysore.
6. The Director of Public Instruction in Mysore.
7. The Director of Public Health in Mysore.
8. The Director of Industries & Commerce in Mysore.
9. The Commissioner for Labour in Mysore.
10. The Public Service Commissioner for Mysore.
11. The Chief Engineer in Mysore.
12. The Special Chief Engineer,
13. The Accountant General, Mysore.

P.T.O.

14. The Chief Conservator of Forests in Mysore.
15. The Registrar of Co-operative Societies and Commissioner for Rural Development in Mysore.
16. The Commissioner for Food Production and Controller of Civil Supplies.
17. The Senior Surgeon in Mysore.
18. The Superintendent Land Records and Settlement.
19. The Director of Animal Husbandary Services in Mysore.
20. The Commissioner, Bangalore Corporation.
21. The Municipal Commissioner, Mysore.
22. The Chief Electrical Engineer in Mysore.
23. The Director of Anti-Corruption and Efficiency Audit.
24. The Superintendent of Sericulture in Mysore.
25. The Deputy Commissioners of Districts.
26. The Secretaries to Government.
27. The Commissioner on Special Duty.

DAK/-

K. SRINIVASAN, B.Sc.,
Chief Secretary to Government.

789

Bangalore,
6th October, 1950.

Dear Sir,

Decentralisation of Powers.
- : -

This is to acknowledge the receipt of the Report of the Committee constituted by Government to go into the question of Decentralisation of Powers.

Yours sincerely,

K. Srinivasan

Sri. K. Henjarappa, B.A., B.L.,
Director of Anti-Corruption
and Efficiency Audit,
Bangalore.

C. F. No 461

GOVERNMENT OF MYSORE

No. C2233-1

Encls.

E/A

To 13/10

OFFICE OF The Senior Surgeon in Mysore, Bangalore.

Date 10th October 1950.
13.

The Director of Anti Corruption
and Efficiency Audit, Bangalore.

Sir,

Sub: Expediting despatch of Government Business.

I have the honour to acknoledge receipt of a copy of the report of the Committee constituted by Government to go into the question of decentralisation of powers, sent with your letter No.211-37 dated the 9th October 1950.

Yours faithfully,

M.E. McClis

Senior Surgeon Ag.

SV

Telephone No. 3145.

GOVERNMENT OF MYSORE.

SRI.B.S.N. GOWDA, B.SC., LL.B.,
~~Janab MOHAMED ISMAIL SHERIFF, B.A.,~~
Commissioner.
(In charge).

OFFICE OF THE
COMMISSIONER OF LABOUR IN MYSORE,
No. 5, INFANTRY ROAD,

D.O.No.A1/3748/50-51.

Dated Bangalore, 10th October 1950.

Dear Sir,

Subject: Expediting Despatch of Govt.Business.

I write to acknowledge receipt of a copy of the Report of the Committee constituted by Government to go into the question of decentralisation of Powers, sent under cover of your D.O.letter No.211-37/50-51 dated the 9th October 1950.

Yours sincerely,

Sri.K.Henjerappa, B.A.,B.L.,
Director of Efficiency Audit
and Anti-curruption Department,
Bangalore.

'B':2)

Tel. Address: "EDUCATION"
Telephone: No. 2350.

DEPARTMENT OF PUBLIC INSTRUCTION.

Postal Address
Post Box No. 49.

GOVERNMENT OF MYSORE

D. O. No. P.S. 1147 of 50-51.

Sri B. Hanumantha Rao,
~~XXXXXXXXXXXXXXXX~~
Personal Assistant to the
Director of Public Instruction.

BANGALORE,

Dated 10-10-1950.

Dear Sir,

I am desired to acknowledge the receipt of your letter No.211-37 of the 9th instant along with the printed Report of the Committee constituted by Government to go into the question of Decentralisation of Powers.

Yours sincerely,

B Hanumantha Rao

TLD
88
13/10

Sri S. P. Gunda Setty, M.A., B.Sc.,
Assistant to the Director of Anti-
Corruption and Efficiency Audit,
Bangalore.

13/10

Sri R. J. Rego, M.A.,
Secretary to Government,
Development Department.

GENERAL AND REVENUE SECRETARIAT

D. O. No. P.C.39/D.S.

Dated, Bangalore, 10th October 1950.

Dear Sri Gunda Setty,

I acknowledge with thanks receipt of a copy of the Report of the Committee constituted by Government to go into the question of Decentralisation of Powers, sent with your letter No.211-37/50-51, of the 9th October 1950.

Yours sincerely,

TED
BS
13/9/50

13/10

Sri S. P. Gunda Setty, B.A., B.Sc.,
Assistant to the Director of
Anti-Corruption and Efficiency Audit,
BANGALORE.

13th October

D.O.No.238-40/50-51

Encl.One Report

Dear Sir,

SUBJECT:- Expediting Despatch of Government Business.

I am enclosing, for your information, a copy of the Report of the Committee constituted by Government to go into the question of Decentralisation of Powers. This subject has been included in the Agenda for the Officers' Meeting to be held at Mysore on the 19th instant.

The receipt of the Report may kindly be acknowledged.

Yours sincerely,

TCM
13/10/50

The Director of Geology in Mysore,
The Director of Printigg, Stationery & Publications.
The Commissioner for Economic Development & Planning.

D.O.No.241/50-51

16th October

Encl. One report.

Dear Sir,

SUBJECT:- Expediting Despatch of Government Business.

I am enclosing, for your information, a copy of the Report of the Committee constituted by Government to go into the question of Decentralisation of Powers. This subject has been included in the Agenda for the Officers' Meeting to be held on the 19th instant at Mysore.

The receipt of the Report may kindly be acknowledged.

Yours sincerely,

16/10

Sri. N. Puttarangaswamy, B.Sc.,
General Manager,
Mysore Road Transport Services,
Bangalore.

Janab A.S.Khaleel,B.A.,B.L.,
~~M. K. SRINIVASAN, B.Sc.,~~
~~Additional Director of Food Supplies.~~
Secretary to Govt.,
Food & Agri.Deptts.

Gen. & Rev. Secretariat,
BANGALORE,

D. O. No. C. 959

Dated 10.10.1950. 194

Dear Sir,

I write to acknowledge the receipt of the copy of the Report of the Committee re: Decentralisation of Powers, one of the subjects for discussion at the Officers' Meeting on the 19th Octr. 1950, kindly sent with your letter No.211-37 dated 9th Octr.1950.

Yours sincerely,

A. S. Khaleel

Sri S.P.Gunda Setty,M.A.,B.Sc.,
Assistant to the Director of
Anti-corruption and Efficiency Audit,
Bangalore.

VI G. 7]

GOVERNMENT OF ~~HIS HIGHNESS~~
~~THE MAHARAJA OF~~ MYSORE.

GENERAL AND REVENUE SECRETARIAT.

No. SR 4111, dated the 16.10.1950.

S. 65

To

The Director of Anti-Corruption and Efficiency Audit, Bangalore.

SUBJECT.

Delegation of Powers to the Excise Commissioner

REPLY.

No.....
No. , dated the 194
Date.....

To

The Secretary to the Government of H. H. the Maharaja of Mysore,
..... *Department.*

SIR,

I am directed to invite attention to the marginally noted communication and to request that the Government of Mysore may be informed, in the column opposite, of the cause of delay in furnishing a reply and of the approximate date on which reply may be expected.

Your office letter No. 402/505 dated 16.8.1950

to be informed when final

I am to request that the reply to this reminder may be sent not later than the expected.

Yours faithfully,

B. Raghavendra Rao
For Secretary to Government,
Revenue Department.

*Previous reminders.

NO.E-A 607/50-51 dt/17-10-50

Draft for approval

To

The Secretary to Government,
Revenue Department, Bangalore.

Sir,

SUBJECT:- Delegation of Powers to the Excise Commissioner,

In reply to your letter No.S.R.4111 dated 16th October 1950 on the above subject, I have the honour to state that the Report of the Committee constituted by Government to go into the question of Decentralisation of Powers has ~~now~~ been proposed to be considere at the Officers' Meeting to be held on the 19th instant at Mysore. The decision taken at this meeting in regard to the Excise Commissioner's proposal will be intimated to you in due course.

Yours faithfully,

K Hanjeraffa
DIRECTOR

17/10

No. Pe: 2>23

C. Narasimha Moorty, M.
COMMISSIONER.

Municipal Office,
MYSORE,
Dated 13th October, 1950.

Dear sir,

I write to acknowledge with many thanks the receipt of a copy of the report of the Committee on the Decentralisation of Powers sent under cover of your D.O. letter No.211-37/50-51 dated 9th October 1950.

Yours sincerely,

C. Narasimha Moorty

Sri S.P.Gunda Setty, M.A.,B.Sc.,
Personal Asst to the Director of
Anti-Corruption & Efficient Audit,
Bangalore.

18th October, 1980.

Dear Sir,

I write to acknowledge with many thanks the receipt of a copy of the report of the committee on the Decentralisation of Powers sent under cover of your D.O. letter No.211-37/ 80-31 dated 8th October 1980.

Yours sincerely,

Sd/ S.T.Gunda Kotty, M.A.,B.Sc.,
Personal Asst to the Director of
Anti-Corruption & Efficient Unit,
Singapore.

Dr C. S. PICHAMUTHU, Ph.D., D.Sc. (Glas.)
F.R.S.E., F.G.S., F.A.Sc., F.N.I.
Director of Geology.

MYSORE GEOLOGICAL DEPARTMENT,
BANGALORE 1.

OFFICE OF THE DIRECTOR OF ANTI-CORRUPTION & EFFICIENCY AUDIT
No.....
Date.....
BANGALORE

6th October, 1950.

G4008

Dear Sir,

I am in receipt of your letter enclosing the Report of the Committee constituted by Government to go into the question of Decentralisation of powers. I have, however, received no intimation of the officers meeting to be held at Mysore on the 19th, and shall not be attending the meeting.

In the first page of the report are listed the names of officers who have forwarded proposals regarding Decentralisation. I find that the name of the Director of Geology is omitted. Detailed proposals in this connection were sent to the Chief Secretary and Development Secretary and were discussed at a meeting convened by the Development Secretary. I presume these proposals though not included in the present report will be considered by the Committee.

Yours sincerely,

C. S. Pichamuthu
16. 10. 50

Sri. K. Henjerappa, B.A., B.L.,
Director of Anti-Corruption &
Efficiency Audit,
Camp - MYSORE.

Sri M. Chinna Reddy,
Assistant to the Director of
Food Supplies in Mysore.

Bangalore,

16th October 1950.

D.O. No.Cl.376/50-51.

Dear Sir,

Expediting Despatch of Government Business.

I am desired to acknowledge the receipt of the Report on the above subject, forwarded with your letter No.211-37 dated 9-10-50.

Yours sincerely,

M. Chinna Reddy
17/10.

Sri S.P.Gunda Setty, M.A., B.Sc.,
Assistant to the Director
of Anticorruption and Efficient Audit,
B a n g a l o r e.

tgs/1

GOVERNMENT OF MYSORE.

No. M/3587.

General and Revenue Secretariat,

Dated Bangalore 21st October 1950.

FROM

The Secretary to the Government of Mysore,

Education Department.

To

The Director of Anti-corruption and
Efficiency Audit in Mysore,
BANGALORE.

SIR,

I am directed to anknowledge the receipt of a copy of Report of the Committ constituted to go into the question of Decentralization of powers, sent with yourc letter No.311-37/50-51 dated 9-10-1950.

Yours faithfully,

C. P. Nagarajaiah

For Education Secretary to Governmen

GOVERNMENT OF MYSORE

D. O. No. P.1367

B. KRISHNASWAMY CHETTY, B.E.,
Director.

OFFICE OF THE DIRECTOR OF PRINTING,
STATIONERY AND PUBLICATIONS,

Bangalore, dated 18th Oct. 1950.
24

Dear Sir,

Subject: Expediting Despatch of Govt. Business.

I write to acknowledge the receipt of a copy of the Report of the Committee constituted by Govt. to go into the question of Decentralisation of powers, kindly sent with your D.O. No.238-40/13-10-50.

Yours Sincerely,

Sri. K. Henjerappa, B.A.,B.L.,
Director of Anti-Corruption and
Efficiency Audit,
Bangalore.

HRR/-

S. N. PUTTARANGASWAMY, B.Sc.,
General Manager,
Mysore Govt: Road Transport Department.

BANGALORE.

Dated 24th Octr. 195 0

D. O.

No. M. R. T 4647/50-51

Dear Sir,

Sub: Expediting despatch of Government business.

With reference to your D.O.No.241/50-51 dated 26th October 1950 on the subject mentioned above, I have the honour to acknowledge the receipt of a copy of the report of the Committee constituted by Government to go into the question of Decentralisation of Powers sent by you.

Yours sincerely,

Sri.K.Henjerappa,B.A.,B.L.,
Director of Anti-Corruption
and Efficiency Audit,
Bangalore.

No. R. D. R. 8. 104 /50-51.
ENCL.

OFFICE OF THE COMMISSIONER,
RURAL DEVELOPMENT & DEPRESSED CLASSES
IN MYSORE,

Bangalore, Dated 26th Oct. 1950.

SRI. L. LINGIAH, B.Sc.,
Personal Assistant.

No. A 384

To

The Director of Anti-Corruption and
Efficiency Audit in Mysore,
BANGALORE.

Sir,

Sub: Expediting Despatch of Government Business.

***

With reference to your D.O. letter No. 211-37/50 dated 9-10-50 on the above subject, I have the honour to acknowledge the receipt of the copy of report of the Committee constituted by Government to go on to the question of Decentralisation of powers and to state that although this office has sent up proposals for decentralisation of powers; the same has not been included in the report in question. This may be made clear.

Yours faithfully,

M. Krishnamoorthy 27/10

FOR COMMISSIONER.

CVR/26/10.

CAF. No. 46

GOVERNMENT OF MYSORE

No. F1.21-62/49-50
Encls.

OFFICE OF THE DIRECTOR OF ANIMAL HUSBANDRY SERVICES IN MYSORE, BANGALORE

Date 30th October 1950.

To

THE DIRECTOR OF ANTI-CORRUPTION &
Efficiency Audit in Mysore,
Bangalore.

Sir,

387

With reference to your D.O.letter No. 211-37/50-51 dated 9th October 1950 forwarding for my information a copy of the Report of the Committee constituted by Government to go into the question of De-centralisation of Powers, I have the honour to acknowledge with thanks receipt of the above Report in this office.

Yours faithfully,

Director.

30/10

kn:

D. O. No. C.B. 181/50-51.

G. N. NAGARAJA RAO, M.Sc.,
Inspector-General of Police in Mysore.

BANGALORE.

November 2, 1950.

Ref: Your letter No. 211-37 dated 9-10-1950.

Sub: Expediting Despatch of Govt. Business.

Dear Sir,

I acknowledge receipt of the report of the Committee constituted by Government to go into the question of decentralisation of powers.

Yours sincerely,

Sri. S. P. Gunda Setty, M.A., B.Sc.,
Assistant to the Director of Anti-corruption.

85
2/5/51.

A.O. No. Camp 3/CB

Sri K.M.Ramakrishnaiya, B.A.,
Asst. Secretary to
Government (C.B.)
D. O. No.

GOVERNMENT OF MYSORE

GENERAL AND REVENUE SECRETARIAT,
Camp-MYSORE,
Dated, ~~Bangalore~~, 2nd Feb., 1951.

E/A
6/2/51

Dear Sir,

Under instructions from the Chief Secretary, I am writing to request you kindly to send, per bearer, the file relating to De-centralisation of powers, if available in camp. Otherwise, arrangements may kindly be made to obtain the file urgently from Bangalore and to send it on to this office immediately.

Yours sincerely,

K.M. Ramakrishnaiya

Sri K.Henjarappa, B.A., B.L.,
Director of Anti-Corruption &
Efficiency Audit,
Camp- Mysore.

Cmdl.

No. 12699/CB.

Bgl. 11.12.50

The Director of Anti Corruption and Efficiency
Audit in Mysore, Bangalore.

Subject: Expediting Despatch of Government Busin

I am directed to request you kindly to arrange to send very early 10 copies of the Report of the Committee Constituted by Government to go into the question of Decentralisation of powers.

Yours faithfully,

11.12.50

Chief Secretary to Government.

LC/2

G. R. S. App. F. G. 3.]

GENERAL AND REVENUE SECRETARIAT.

Continuation sheet draft form.

To

The Dir. of A.C. & E.R.

Sir

Subject:- Expediting despatch of Govt. Business.

I am directed to request you kindly to arrange to send to copies of the Report of the Committee constituted by Govt. to go into the question of Decentralisation of Powers very early.

Yours faithfully

9.12.50

for chief Secy to Govt

9/12/50

WD 06072—GPB—25,000—21-6-49

Sri R. J. Rego, M.A.,
Secretary to Government,
Development Department

GOVERNMENT OF MYSORE

GENERAL AND REVENUE SECRETARIAT,

Dated, Bangalore, 26/4/.....1950

D. O No. 451/Eng

Dear Sri Henjerappa,

I return herewith, with many thanks, the printed copy of the Proceedings of the meeting of Secretaries etc., kindly sent to me on the 24th instant.

EA 65/58-51

Yours sincerely,

Sri K.Henjerappa, B.A., B.L.,
Director of Anti-Corruption and
Efficiency Audit,
Bangalore.

Keep in the Counts file

May kindly be returned
14/4/50

CONFIDENTIAL

PROCEEDINGS OF THE MEETING OF SECRETARIES TO GOVERNMENT AND HEADS OF DEPARTMENTS HELD ON 8TH MARCH 1948 AT 11-00 A.M., AT THE COUNCIL CHAMBERS, OLD PUBLIC OFFICES, BANGALORE.

PRESENT.

Shri K. Chengalaraya Reddy, Chief Minister Dewan-in-charge. (*Presiding*).

Shris—

1 V. Vedavyasacharya, Chief Secretary.
2 M. Shamanna, Financial Secretary.
3 C. E. Noronha, Development Secretary.
4 Mahomed Ismail Sheriff, General Secretary.
5 S. Kanakaratnaraj, Law Secretary.
6 A. C. Nirvani Gowda, Education Secretary.
7 A. S. Khaleel, Food and Civil Supplies Secretary.
8 B. S. Narasinga Rao, Public Works Secretary.
9 Syed Abdul Aleem, Revenue Secretary.
10 S. Narayan Rao, Revenue Commissioner.
11 B. S. Raghavendra Rao, Commissioner for Economic Development and Planning.
12 M. Narasimhaiya, Chief Engineer for Irrigation.
13 N. V. Bapat, Chief Engineer for Roads and Buildings.
14 M. Navaneetham Naidu, Excise Commissioner.
15 K. Guru Dutt, Director of Food Supplies.
16 K. Subba Rao, Commissioner of Income-tax.
17 V. V. Monteiro, Senior Surgeon.
18 P. M. Narayanaswami Naidu, Superintendent, Veterinary and Animal Husbandry Services.
19 R. Ramakrishna, General Manager, Mysore State Railway.
20 V. T. Sreenivasan, Comptroller to Government.
21 P. Parthasarathi, Director of Public Health.
22 B. G. Appadorai Mudaliar, Director of Industries and Commerce.
23 M. C. Albuquerque, Chief Medical Officer.
24 R. Kasturiraj Chetty, Director of Public Instruction.
25 B. Rama Rao, Director of Geology.
26 B. Narayan Das, Chief Electrical Engineer-in-charge.
27 B. Krishnaswamy Chetty, Superintendent, Government Printing.
28 H. Hombe Gowda, Public Service Commissioner.
29 D. L. Sathe, Chief Conservator of Forests.
30 K. H. Srinivasan, Director of Agriculture.
31 U. K. Somappa, Senior Deputy Inspector-General of Police.
32 Abdul Khader, Additional Director of Food Supplies.
33 K. Nanjappa, Superintendent of Government Gardens.
34 G. V. Rajaratnam, Publicity Officer.
35 B. Suryanarayana Rao, Deputy Registrar, Co-operative Societies.
36 T. Rangaswami, Special Officer, Rural Development.

Measures for expediting disposal of Government business.—In the course of his introductory remarks, the Chief Minister observed that delays were noticed in the disposal of Government business, and that it was necessary to know why these delays occurred and to consider what measures should be taken to obviate the delays and to expedite disposal of business.

Business in Departments and offices arose mainly :—

(*a*) from petitions, applications or requests of parties to officers of Government and to the Ministers of Council;
(*b*) from references made by Heads of Departments in the normal course of administration in each Department; and
(*c*) from references made by other Administrations or Governments regarding matters of common concern.

Prima-facie, it appeared to him that delays were in most cases due to the enormous increase in the volume of work and direct references to Government in matters which are within the competence of subordinate authorities, the centralisation of powers with Government and Heads of Departments—in respect of matters which may well be left to the discretion and powers of sanction of suitable subordinate authorities, the lack of method by officers in sorting out what is important and what is routine and in intelligently bringing matters to a satisfactory disposal by giving personal attention to cases which may be complicated or which may present some difficulty, and want of co-ordination between officers of different departments, in dealing with questions which may concern more than one department.

Referring in particular to the existing procedure for the disposal of petitions received by the Ministers during their tours, the Chief Minister suggested whether a more expeditious method of disposal of such petitions may not be evolved for adoption in future. Such petitions were being now sent to the local officers through the Secretariat and the Heads of Departments. The Chief Minister suggested that petitions, which admitted of disposal on the spot, might perhaps be referred then and there to the local officers and abstracts of such petitions indicating the manner of disposal, might be reported by them to the Heads of Departments and the Government for information and record.

The Chief Minister then suggested to the Heads of Departments that they should immediately take stock of the progress made in utilising grants sanctioned in the budget and speed up measures for fully utilising the balances of allotment before the close of the official year. After these introductory remarks, the Chief Minister invited a general discussion on the subject and suggestions from the officers present.

Shri B. G. Appadorai Mudaliar, Director of Industries and Commerce, referred to the delay in the Secretariat in the disposal of cases and suggested that several matters of doubt could be usefully cleared up on the telephone—or in a personal discussion between the Secretary to Government and the Head of the Department concerned. It was also necessary that while sanctioning a scheme, the Government should sanction, at the same time, the staff necessary to work the scheme. The Director suggested that periodical meetings may be held once a month with each Head of a Department to enable decisions being taken on important matters involving policy or dealing with development schemes.

The Comptroller intervened and said that para 686 of the Manual of General Circulars and Standing Orders provided for such periodical meetings, but the Comptroller had not attended any such meeting for the past 7 years although the Audit Department came into contact with every other Department. The Chief Secretary observed that periodical meetings every month were held in the past, and that it had apparently gone out of use, as Heads of Departments were bringing up for consideration at such meetings questions of a personal character and not matters of general policy.

The Comptroller did not know whether there was a practice of important letters written by Heads of Departments being submitted to the Ministers in charge. The Chief Secretary said that if the letter concerned a matter of outstanding importance the letter or copy of it would be placed immediately before the Minister or Ministers concerned by the Secretary to Government in the Department.

The Comptroller urged that more powers should be delegated to Heads of Departments for disposal of routine work so as to avoid references to Government. The Audit Department came into daily contact with every other Department and had to work almost exactly on the lines of banking institutions. The Department was working however with an acute shortage of hands to do the original work. The bulk of the original work in the Department had to be done by clerks; and in the circumstances there was delay in disposal and accumulation of arrears for some years past.

Mr. B. S. Raghavendra Rao said that last year when the Budget was framed each Minister went through the development scheme relating to the Department with the Head of the Department and the allotments were fixed only after such discussion. As regards schemes that had not yet been sanctioned, the allotment was fixed on the basis of what schemes were likely to be sanctioned. In the past, 80 per cent of the petitions received by the Dewan and Ministers while on tour were then and there analysed with the assistance of the local officers and disposed

of. The remaining petitions were abstracted and placed before the Education Secretary who would decide which of the petitions must be registered and with regard to which endorsements should be given and which of them should be included in a book maintained by the Deputy Commissioners of Districts. The Education Secretary kept watch over the disposal of these petitions and called for periodical reports. Mr. Raghavendra Rao said that a list of subjects pending with the Government was maintained by the Departmental Heads and that the list was reviewed at monthly meetings. He suggested more frequent inspections of subordinate offices and the reviewing of the action taken on notes of previous inspections.

The Chief Secretary observed that from the past experience, it was found desirable that there should be a proper selection of subjects for monthly meetings. Instead of bringing up questions relating to policy or general schemes at such monthly meetings, opportunity used to be taken to urge questions of a personal character, such as the grant of personal allowances, the revision of the grade pay of an appointment, etc. All such questions of personal or local interest should be eliminated from the agenda, if the monthly meetings were to be really effective and useful.

Mr. B. S. Raghavendra Rao pointed out that the office and Departmental Manuals were not up-to-date and that most of the officers and staff did not know how to dispose of papers with the result that even persons who had acted for many years did not know what was expected of them and much business that could be disposed of was not done on account of want of training. He, therefore, suggested a training class for officials for training them in departmental work. Formerly there used to be a Clerkship Examination. He suggested that each Department should give six months' training, half an hour or so a day to train up officials—by officials he included officers too, as some of them did not know the procedure—in this direction. The Heads of Departments should be made responsible for this work.

The Chief Secretary stated that so far as the Secretariat was concerned there was an arrangement for conducting certain classes in the evening with some experienced Superintendents and Assistant Secretaries on the staff who gave practical lessons as to how to deal with files, etc., even to those who might have passed Office Manual Examination. In other offices, the Personal Assistants and the Managers should similarly train up the raw officials. Fifteen minutes or half an hour spent in this direction a few days in the week would be definitely worthwhile and make for improvement in the disposal of Government work. The revision of the Manuals, he agreed, was quite necessary. Giving practical lessons about the manner in which the files should be dealt with would be even more beneficial.

Mr. Kasturiraj Chetty, Director of Public Instruction, suggested that it would be in the best interests of work if a leave reserve—say 12½ per cent—could be allowed in the case of offices with a large clerical staff. The Comptroller said that such an arrangement was prevailing in Indian Provinces and supported the suggestion. The Chief Engineer for Irrigation stated that this had special reference to the Malnad districts where it would be impossible to get on with work if there was not 25 per cent leave reserves. He referred to the need for the delegation of certain powers to officers of each unit and added that the Public Works Sub-Division Officers would be able to deal with the matters quickly and efficiently, given certain additional establishment.

The Chief Engineer also suggested that after due delegation of powers, subordinate officers and Heads of Departments should be pulled up if they do not exercise them and look up to Govenment in matters which are within their competence and wherein they have to take responsibility. It was necessary therefore that the requirements of establishments should be re-assessed from this view-point and the staff strengthened where required. His own offices at present were not sufficiently manned to deal with the enormous amount of work that was coming in, particularly for the last four years.

The Director of Agriculture said that it was very difficult to find suitable staff for the clerical establishment. For instance, he said, on account of the paucity of C. R. B. candidates, 25 per cent of the local candidates were appointed tentatively and had to vacate when C. R. B. candidates came forward. Candidates, who were employed temporarily, had no incentive to work and that was a handicap. He thought that a certain amount of discretion had to be left with the Head of

the Department in the matter of appointments where a large number of temporary hands were being entertained or the Public Service Commissioner would have to be advised to see that the number of candidates to each Unit was increased.

The Public Service Commissioner said that as far as the Technical staff was concerned, it was not correct to say that they were appointed tentatively. He admitted, however, that there was some dearth so far as the clerical staff was concerned.

The Chief Minister said at this stage that, in the light of the discussions, Heads of Departments should formulate and send up proposals for decentralisation at a very early date. He added that another meeting would be held when the other Ministers also would be present to consider the proposals. He stressed the need for periodical meetings of the District Officers also taking place regularly, as contemplated in the Manual of Circulars and Standing Orders.

The Chief Minister then said that there was a complaint that there was delay in the disposal of business because papers were being held up in the Finance Department. The Financial Secretary said that no paper was held up in his Department for more than a week. He further stated that at present the Government was facing very bleak times. The introduction of prohibition, the implementation of the revision of scales of pay to non-gazetted staff and the continuance of schemes on account of post-war development would be a drain on the State Exchequer to something like five crores of rupees. Although the Government had resources, it was difficult to realise all those without disturbing the equilibrium. He, therefore, requested the Heads of Departments, especially those in charge of development departments, to carefully analyse as to what shemes could wait, what schemes had better be given up and what schemes should be pushed through. Such analysis was obviously essential as finance was the backbone of all schemes. He requested them to assist the Finance Department to maintain the equilibrium without at the same time halting the progress of the country.

The Chief Minister observed that there should be no halting in the consideration and execution of schemes for which budget provision had been made in the current year.

Mr. Raghavendra Rao said that there was a rule that proposals which *prima facie* were not covered by the rules should as far as possible not be sent up to Government. But unfortunately the number of such proposals not covered by the rules was increasing with the result that the Finance Department had perforce to point out how the proposal was outside the rules.

Mr. Mahomed Ismail Sheriff, General Secretary, said that some sort of basic change was called for and he suggested the engagement of a large number of steno-typists and typists who could work in the Sections, with the Assistant Secretaries and Secretaries to Government. The Typing Section might be abolished as it involved delay in typing work. The Comptroller enquired whether this aspect of the matter was not examined by the Officer who had been placed on special duty recently to examine the work in the several branches of the Secretariat. The Chief Secretary said that the abolition of the Typing Section was one of his recommendations and that the suggestion was under consideration.

The Chief Minister said that according to the new set-up all papers that were marked to the Dewan should be marked invariably to the Chief Minister as well, after they are passed by the Minister concerned. Some Secretaries were following this procedure while others were not. The Chief Secretary said that a Circular letter had been since issued for the guidance of the Secretaries.

Referring to Council cases, the Chief Minister said that the opinion of the Minister concerned and the Chief Minister and the Dewan should be specifically indicated in the Circulation Note. The Circulation Note should be exhaustive and mention all relevant facts and points of law or Standing Orders to enable the Ministers to form an opinion and arrive at a decision. After His Highness's orders are received, the file is circulated among the Ministers normally, after the issue of orders. Between the point of time when His Highness's orders are received and that when it is circulated to the Ministers after action is taken, there is often a time lag. This should not happen.

The Chief Minister continued that in a democratic system of Government, we had to make the public know as to what is happening at various stages, *viz.*, information stage, initiation stage, transitional stage and then the final stage.

After final orders are received full and exhaustive press notes giving the public enough information should be issued, through the Publicity Officer in respect of large schemes, programmes or questions of policy. It is not possible to work many schemes successfully without the co-operation of the public.

The Chief Minister said that he was thinking of changing the whole procedure regarding disposal of petitions. Endorsements were being given to all the petitioners, but there were complaints that no endorsements were received. He thought that a change in the form of endorsement was also necessary. There was a feeling that formal replies were being sent and that the tone of the endorsements may be usefully modified so that they may be more acceptable and pleasing. He suggested that the various forms of endorsements may be examined and modified where necessary. The Chief Minister concluded by saying that there would be another meeting some time later in the month when steps would be taken to consider and finalise proposals in this matter, and suggested that copies of the proceedings of this meeting might be sent in the meantime to the members, marked confidential, for enabling them to formulate their proposals well in time.

The meeting terminated at 12-45 P.M.

Statement of suggestions made by Heads of Departments etc., for expediting despatch of business in Government Offices

Substance of suggestions made by Heads of Departments. (1)	Notes including reference to existing practice, Rules, Precedents etc. (2)	Notes embodying the Chief Secretary's remarks. (3)	Orders. (4)
I. <u>Decentralisation of powers</u>. Proposals have been made by the undermentioned officers for delegation of powers:- 1. The Director of Geology 2. The Director of Agriculture 3. The Director of Public Instruction 4. The Public Service Commissioner 5. The Senior Surgeon 6. The Inspector-General of Police 7. The Revenue Commissioner. The Comptroller has stated that he is in consultation with the Senior Auditors and will be forwarding proposals in due course. The Commissioner of Income Tax and the General Manager, Mysore State Railway, have no proposals to make at present.	It is suggested that the proposals made be considered at a meeting in each case of the concerned Secretary to Government, the concerned Head of the Department (and, where necessary, the Special Officer, Efficiency Audit, ~~for the~~ for the purpose of coordinating the proposals and seeing that as far as practicable similar powers are given to the various Heads of Departments and subordinate officers of Government). Agreed proposals ~~embodying~~ emerging from such meetings may be placed before the Minister in charge for orders. The question of delegating powers to Secretaries to Government and Assistant Secretaries arises here.	The procedure suggested may be adopted.	

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It may be so arranged that Secretaries to Government may be senior to the Heads of Departments. (Commissioner for Economic Development & Planning)	Greater disciplinary powers may be given to the two categories of officers. Further, Secretaries may be delegated more powers in respect of routine matters coming up to Government from Heads of Departments. For this purpose, it may not be necessary to adopt the marginal suggestion.	This may be done. ~~and~~ It is neither practicable nor necessary to make Secretaries to Government senior to the Heads of Departments for this purpose. Lists of ~~such~~ powers to be delegated to the Secretaries could be drawn up with reference to a number of old and disposed of files. There are several other categories of cases besides these, where the Sec^y can fix any purpose of them.	
In view of the preoccupation of the Registrar, G.R.S. with other work, it may be necessary to have an Additional Registrar to supervise the work of branches of the Secretariat. (Rev. Secretary)	This seems very necessary not only to relieve the Chief Secretary of routine work but to attend to the work for which the Registrar's post was originally created.	There appears to be need for the post of a Deputy Chief Secretary to relieve the Chief Secretary of his routine work and to assist him in the supervision of work in the various branches. This could be a tenure job.	
II. <u>System of work</u>.			
1. Classification and filing of papers:- Papers should be classified into routine and important, and separate registers maintained for them. The ~~same~~ same system of filing papers also to be adopted. (Director of Food Supplies)	Existing rules provide for classification of ~~power~~ papers. The use of 'Immediate','Urgent' etc., cards is prescribed and the precise significance attached to each explained. It may be that little importance is attached to this distinction and that cards are also misused. What	Only the classifications 'Emergent', 'Urgent', Important' and 'Routine' may be used with appropriate cards. Assistant Secretaries may deal with reminders personally and maintain a register of important and urgent communications dealt with.	

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	What is necessary is a strict observance of existing rules and the examination of the day's tappal by every Gazetted Officer with a view to bringing it to the most expeditious disposal. As regards filing, a study is being made by the Efficiency Audit Branch of the various modes in business establishments and as to how far they can be applied to offices. Proposals will be made wherever practicable for their adaptation to Government offices.		
2. Use of Mechanical appliances in office work (Director of Food Supplies and others)	The importance and need for these can be very great, particularly in offices where work relating to accounts predominates. The capital expenditure involved is justified by the savings not only in the strength of staff but in the time employed.	These may be introduced whenever feasible, such as the Comptr's Office or the Insurance Office etc — Detailed proposals in this behalf being made either by the Efficiency Audit Branch in the course of its inspections, or by the Heads of departments concerned.	
3. Revision of Departmental and Office manuals. (Most officers)	Action has already ~~has already~~ been taken by the Efficiency Audit Branch in this behalf. In view of the paucity of staff provided for the Branch, Heads of Departments were addressed under orders of Government to take up the work with special staff if necessary. It would appear that without special staff		

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	staff, the work cannot be satisfactorily attended to by them. Hence there is need in almost every case to sanction additional staff.	I agree	
A book of Powers and duties may be compiled for the benefit of Government servants. (Commissioner of Economic Development and Planning)	The intention perhaps is that every officer and official should have a sort of a pamphlet giving him an idea of his powers and duties under various laws, rules, orders etc. While even manuals which are more essential remain uncompiled or unrevised, it is a moot point how far this can be done and to what extent such books can be kept uptodate and useful by the concerned officers.	This does not appear to be necessary and in any event, is not immediately practicable in view of the fact that first attention would have to be given to the compilation and revision of Manuals. The officials & the officers are expected to be in intimate touch with the provisions in the manuals and the Standing Orders relating to the Dpt concerned; & the compilation of a Book of Powers & Duties may easily tend to lessen their sense of responsibility in keeping their knowledge upto date. It would be definitely harmful.	

4. Mode of .....

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4. Mode of disposal	The suggestion is presumably made in the hope of some actual economy, though no specific instances are given. However, on a sound proportion,		
(i) Decided and old cases should as far as possible not be revived, nor records and interim reports called for except on appeals. Appeals should be entertained only on the grounds mentioned in the statutes or rules. (Revenue Secretary & Addl. Director of Food Supplies)	this seems very necessary in order not only to minimise work but to see that full opportunity is given to every constituted authority to deal with the subject he is competent to do. The mode of disposal of petitions comes up for consideration in this connection. The recent statement* of the Premier of Madras is for perusal in this context. It seems that a similar line of policy may well be adopted here also. The question of how and whether to deal with anonymous petition is also for consideration here. As regards Ministers' Tour petitions, it seems that the majority of them (all those not involving decisions at Governmental level) could be referred to the local officers on the spot and reports obtained and only the rest dealt with in the Secretariat.	I agree – MP	
(ii) Systematic planning of work by officers (Director of Food Supplies)			
(a) Planning for each day or week: (b) Using placards, legends, graphs, charts & other visible modes of watching work.	These suggestions could surely be adopted with advantage by every head of an office.	MP	

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(iii) Appointment of Stenographers in place of caseworkers. (General Secretary, endorsed by others)	It is not clear how far Stenographers can replace caseworkers - more often than not, they cannot. It is also a moot point how many officers can keep Stenographers fully and usefully engaged on official work.	This suggestion does not appear to be capable of adoption in all offices. In the Secretariat, arrangement may be made to provide every Assistant Secretary with a Stenographer.	
5. <u>Improvement ~~of~~ in office procedure.</u>			
Special study to be made of the mode of work in business establishments and other Governmental organisations.	This suggestion is eminently worthy of consideration. Just as it is necessary in technical departments for the offices to keep abreast of the latest developments and just as it is considered worthwhile to send out technical men for training and study, ~~improvements~~ it seems necessary to depute men to study improvements in office procedure and organisation elsewhere with a view to applying such methods as are capable of adoption to Government work here. There is for instance the Directorate of Methods and Organisation in the United Kingdom and the Organisation Division of the Civil Service Commission in the U.S.A which can both provide ample material for study and absorption by any staff deputed to those places from here.	The need for deputing selected men from the Administrative services to places outside for study of administrative methods and organisation is just as ~~important~~ vital as that for sending out men of technical Departments. It appears in every way desirable to depute for necessary training and study, an ~~section~~ unit of the Efficiency Audit Branch for this purpose, at least to begin with.	

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6. Meetings of Heads of departments with Ministers and Officers' meetings.	Almost every officer has urged the revival of these meetings with a view to expediting disposal of business coming up before Government. It would appear that they can be revived under the following conditions: (i) Meetings to be initiated by the Minister in charge of the department, generally once a month; (ii) meetings to be confined to discussions of important and urgent proposals; (iii) concerned Secretary to Government to be present with files at the meetings.	These proposals seem generally acceptable. WO
III. Personnel		
i) Need for training courses for officials (emphasised by all officers) "A"	The need for arranging for training for all recruits before putting them on to work, and even for confirmed employees before promotion, is indeed very great. The rough outlines of a scheme have been drawn up by the Efficiency Audit Branch for consideration. (vide note appended). If the principles are approved, the proposals could be elaborated suitably for application to the various departments.	These suggestions may be ex by the Public Service Comm, or by a small Sub Comm of which the Public Service Comm is the Convener –
ii) Revival of clerkship examination.	This matter is dealt with in the above note of the Efficiency Audit Branch re: training of employees.	– do –
iii) Appointment of leave reservists in every office upto 12½%.	This has been suggested by almost all officers and is for consideration. A certain proportion of these may be typists.	The suggestion may be accepted, as a general rule for all offices. WO

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iv) Introduction of human incentives to work such as.- (a) rewards for good work done (just as there are rebukes and punishments for bad work) (b) promotion, increments etc., in cases of special ability and energy, and (c) starting of canteens etc., for the use of officials at places close to or within the premises in which they work.	All these suggestions appear worthy of consideration.	

N O T E.

In pursuance of the decision taken at the meeting of Secretaries to Government and Heads of Departments with the Chief Minister on the 8th March 1948, the officers concerned were addressed in regard to the forwardal of concrete and definite proposals for implementing the conclusions arrived at the meeting and for improving the despatch of work in the various Government offices. Most of the officers have furnished their proposals and the rest (including, among others, the Chief Engineers, the Secretaries to Government in the Development, General and Law Departments, ~~the Excise Commissioner, the Chief Conservator of Forests~~, the Chief Electrical Engineer and the Director of Public Health) have been requested to expedite them. In the meantime, since the proposals already received appear to cover more or less the entire ground, the subjoined notes on the proposals made with reference to present rules and practice are for consideration.

The most important matter referred to in the proceedings of the meeting was not about the decentralisation of powers so as to enable a more expeditious despatch of Government business in the various departmental offices. Detailed proposals in this behalf with the statements of existing and proposed powers to Heads of Departments and subordinate officers have been received from the marginally noted officers. The Comptroller to Government has stated that he is in consultation with the senior audit officers of the department with a view to making suitable proposals for decentralisation, and the Commissioner of Income-Tax and the General Manager, Mysore State Railway have no proposals to make at present in this behalf. The Revenue Commissioner has

1. The Director of Geology in Mysore.
2. The Director of Agriculture in Mysore
3. The Director of Public Instruction in Mysore.
4. The Public Service Commissioner for Mysore.
5. The Senior Surgeon in Mysore.
6. The Inspector General of Police in Mysore.

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suggested only two items in this connection; the reinvesting the Revenue Commissioner with powers to transfer Amildars without reference to Government, and delegation of power to him to resume Inams and cancel Inam tenures. With regard to the various proposals for further delegation of powers to Heads of Departments and their subordinate officers, the most appropriate procedure appears to be to have the lists of statements etc., furnished in this behalf scrutinised in the respective Secretariats. In order to avoid any possible delay in this behalf, it is suggested that the lists may be taken into consideration straightaway at a meeting of each Secretary with the concerned Head of Department and concrete and agreed proposals placed before the Minister in charge for orders. With a view to ensuring uniformity in this behalf and to seeing that, as far as possible, all the Heads of Departments exercise more or less the same or similar and corresponding powers within their respective spheres of work, the presence of the Special Officer for Efficiency Audit may also be asked for, if necessary at as many of these meetings as possible. On principle, most of the proposals made seem unexceptionable, and a further delegation of powers specified by most of the Heads of Departments would not only ensure a smaller number of references to Government and therefore less work, but also hasten the despatch of work in the respective departmental offices.

The question of delegating some more powers to the Secretaries to Government in dealing with matters coming up for the orders of Government from Heads of Departments also arises in this connection. According to Rules of Government Business now in vogue, the Secretaries to Government are empowered to dispose of certain routine matters coming up for orders of Government on their own responsibility. The scope of these powers could perhaps be widened without prejudice either to the prestige of the Heads of Departments or to the principles and policy of Governmental work. It has actually been suggested

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by one officer (Commissioner of Economic Development and Planning) that the Secretaries may be officers senior to Heads of Departments in order that they might have enhanced powers. Whether or not this suggestion is adopted, there seems to be no objection on principle to enhancing the powers of the Secretaries in routine matters even with the status that they enjoy at present. It would appear that it is only in the Central Government that Secretaries are senior to Heads of Departments and that in almost all provincial Governments no such stipulation or rule is made.

Further, the Secretaries to Government could well afford to have greater disciplinary powers over the staff working under them and correspondingly, even Assistant Secretaries may be empowered to order disciplinary action in regard to the ministerial and menial staff working under them as at present they do not have ~~any~~ that kind of power. This absence of any substantial degree of power for both the Secretaries and Assistant Secretaries is due to the fact that the entire Secretariat is deemed to be under the control of the Chief Secretary with the assistance of the Registrar, who is expected to supervise the work of the various branches and take necessary disciplinary action in regard to the proper working of the staff. In view of the preoccupation of the Registrar with other urgent and important items of work this appears to have ~~already~~ hardly been possible for a long time, and indeed, a suggestion has been made in one quarter that there may be an Additional Registrar for looking after this work exclusively. In view of the other important items of work now attended to by both the Chief Secretary and the Registrar the question will be for consideration whether there may not be an additional officer such as the one suggested or such as a Deputy Chief Secretary for attending to the work of periodical inspection of branches and assistance to the

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Chief Secretary in all the routine work relating to the management of the Secretariat and its staff.

While the suggestion made regarding decentralisation of powers will naturally be mostly peculiar to each department the general suggestions made by most of the officers are such as are applicable to all departments. These suggestions could be roughly divided into two categories viz., (i) those pertaining to the System of Work and (ii) those relating to personnel. Evidently, these two aspects of the problem of securing maximum possible efficiency cannot at any time be divorced from each other, as any amount of systematisation of work and procedure will be of no avail if the personnel is not such as can deal with it satisfactorily, and conversely, even the most competent personnel could do very little with a system that is intrinsically unsound. Whenever, therefore, any problem concerning the improvement in the despatch of work is considered, this two-fold approach can rarely be ignored without affecting the results adversely.

A. SYSTEM OF WORK:

1. Classification and filing of papers: It has been suggested in the first instance (by the Director of Food Supplies and others) that there should be a proper classification of papers received for disposal, a precise distinction between important and urgent papers on the one hand and routine and less important papers on the other. The same kind of classification and separation is also advocated in regard to the mode of filing of papers after disposal and also in the manner of putting up papers to officers for orders. This is a matter which it seems has been dealt with sufficiently satisfactorily and provided for amply in the existing rules themselves, subject of course to certain outmoded provisions to be found here and there. Papers at

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present are ~~classified~~ on receipt ~~into~~ marked 'immediate', 'urgent', 'early' and routine ones depending on the period of time within which they are to be disposed of. It is, however, not unusual to find that very little importance is attached to this distinction and to see files and papers marked 'Immediate' waiting for days, if not months, for being attended to. This, however, is not the result of any lack of adequate rules in this behalf but of a failure to observe the rules prescribed. As regards the separation of important from routine papers it is a matter of common experience that the importance of a paper cannot be judged once and for all, or finally, because a paper which is important at one moment may lose its importance within a very short time and a paper which appears routine at first sight may assume very great importance in the light of subsequent correspondence. Moreover, if it is suggested that important papers alone should receive proper attention and routine papers relegated to subsequent consideration, it seems that we would sometimes be pursuing a faulty purpose; for an important paper, by its very nature, may require detailed and close consideration which would necessarily take some time, whereas a routine paper such as, say, an application for grant of casual leave or sanction of an advance or the couter signature of bills, though comparatively unimportant, need not and perhaps should not wait for other papers being disposed of. In the result, therefore, there is a case more for a proper and strict observance of the existing rules rather than for prescribing any fresh modes of classification. This could be ensured by every Gazetted Officer of an office attending to the tappals of every day in person and devoting personal attention to it and passing orders thereon, either interim or final as the case may be, whenever possible. A further step in this direction would be for the officer concerned to make a personal note of important references received

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which require subsequent action or reminders from superior offices and other matters which at some stage or other require his attention.

As regards filing of papers and the manner of putting up papers for orders there is undoubtedly scope for considerable improvement. The nature of work in the several of the Government offices would, it seems, admit of the adoption of a mechanical system of filing or the use of a suitable form of Card Index. A study is being made of the possibility of the introduction of these systems in the offices inspected by the Efficiency Audit Branch, and as and when such possibility emerges, proposals are expected to be submitted in this behalf for orders. In the meantime the Heads of Departments could themselves also investigate such possibilities in respect of their offices and obtain orders of Government for the introduction of such changes as may be called for.

2. Use of mechanical appliances in office work:- In this connection the importance of introducing a number of mechanical aids to work in Government offices particularly in accounts and audit offices and in Government Industrial concerns has to be emphasised. The employment of Cash Registers, Calculators and Arithmometers etc., wherever possible would not only reduce the amount of work for the officials and thus render possible reduction in staff but would also expedite the disposal of work. The capital expenditure incurred in this connection would be more than repaid by the results achieved. Detailed proposals in this behalf would be made wherever called for by the Efficiency Audit Branch in the course of its inspection, and in any event by the Heads of Departments concerned.

3. Revision of Department and Office Manuals:- Most of the officers emphasise the importance of and need for

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revising the Manuals of the Departments and for compiling them where they are not already in existence. There can be no two opinions about the need for having up-to-date Manuals of Work, and in fact, this is one of the first matters that was taken up for attention by the Efficiency Audit Branch after its constitution. It was found, however, that for reasons of paucity of staff in the Branch as also the desirability of the respective departments themselves taking up the revision of Manuals, the work could not be taken up direct by the Efficiency Audit Branch except by way of offering such assistance as may be required in ensuring uniformity and co-ordination as far as possible in the rules, standing orders and procedure relating to various departments. The Heads of Departments were therefore addressed some months ago to take up the work immediately with the help of such staff as may be considered necessary and as may be sanctioned by Government. It would appear that in some departments like the Accounts Department, for instance, this work has already been taken up, while in the case of others like Revenue, Public Health etc., proposals have been submitted to Government. In almost all cases, additional staff has been asked for for this work and in several of them it would appear that Government have been reluctant to sanction additional staff at any rate to the extent asked for. The contention that in most cases it would be difficult if not impossible for the regular staff to attend to this work in addition to their other duties seems to be largely justifiable and it is for consideration if, in view of the importance of work, such additional staff as may be required in each case, or such allowances to the regular staff for attending to the work as may be deemed appropriate may not be sanctioned in order to hasten the work.

In this connection the suggestion that a Book of

Powers....

Powers and Duties of the various classes of officers and officials may be compiled and supplied to the officers seems worthy of consideration. The idea appears to be that every officer and official in each department should have a Hand-Book readily available to him giving details of the powers exercised and duties imposed on each employee as laid down in the various enactments, rules and the Standing Orders of Government and of the departments in question. While this would largely be a duplication of effort both in the compilation and in printing, the comparative ignorance of most officials and occasionally even of officers of the fundamentals of procedure and rules renders the suggestion worthy of consideration for adoption. Each Head of Department may perhaps be requested to draw up for the several classes of officers and officials a Book of Power and Duties like the Book of Catechisms in the Police Department or like the Pamphlet issued by the Director of Food Supplies sometime ago for the guidance of the food officials. As the scope of powers and duties is likely to be altered from time to time it is largely up to each officer and official to keep track of such changes and make necessary alterations and corrections in his book. The usefulness of the book therefore depends very much on the way in which it is maintained and it is a moot point if an officer or officials who takes the trouble of maintaining up-to-date such a book may not take the trouble of going through the respective manuals and books in order to acquire the necessary knowledge about the scope of his functions. Another suggestion made in the same connection is that there should be what are called 'Clerkship Manuals' defining the duties of a clerk, the mode of his work etc. No general manual of this kind could be drawn up without being unduly bulky and such manuals for individual departments are be likely to be duplicates of portions of

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departmental and office manuals themselves. It seems that the object in view in making this suggestion would be served even better by instituting training courses for officials - a subject which is dealt with later on in the note.

4. Mode of Disposal:- Several suggestions have been made in this behalf and only a few can claim the distinction of novelty or originality. Here again, rules framed cannot in themselves secure the desired ends and very much depends on the way matters are dealt with by the concerned officers. It will generally be agreed that every paper or reference coming up for action should as far as possible be given a final disposal so that the subject may not have to be dealt with again at a later stage. It has been pointed out by several officers that the present practice of old and decided cases being re-opened, of appeals (particularly Revenue Appeals) being entertained by Government or superior officers on points other than those which statutes or rules prescribe, of calling for interim reports from subordinate officers on matters pending before them etc. would not be conducive to quick despatch of work or to securing finality in things. It has been suggested in several quarters, therefore, that as far as possible these may be avoided.

The mode of disposal of petitions comes up for special consideration in this context and was raised at the meeting also. It is common knowledge that numerous petitions are presented daily not only to the concerned departmental officers of Government but to Ministers of Government and the Dewan on all conceivable matters. It is also observed that copies of the petitions sent to one officer or Minister are sent to several others, thus leading to a manifold attempt at disposal and perhaps even the working of

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several offices and departments and even secretariats at cross purposes. The Press Statement recently issued by the Premier of Madras, a cutting of which is attached herewith, deals with this somewhat difficult and delicate question and it is for consideration in this connection if the procedure indicated therein may not be followed here also. The adoption of the suggestions made therein could perhaps go a long way towards reducing the number of petitions addressed to superior officers and particularly to Ministers of Government, thus taking away a great deal of their valuable time. The present Petition Rules prescribe that petitions should be on a particular matter dealing with one specific subject and should be addressed to the junior-most officer competent to deal with it, and it would appear that the majority of the petitions fail to conform to these and other conditions. It seems very desirable that these rules should be duly publicised, together with any statement of policy or procedure that Government may wish to adopt in this behalf.

The question of dealing with anonymous and pseudonymous petitions also comes up for consideration at this juncture. ~~In this connection~~ While it is recognised that these should generally not receive the attention that signed and genuine petitions should get and while it is even contended by some that they should not receive any attention at all, it is quite possible that in several instances they bring to notice matters which are worthy of attention and consequently the fact that their authorship is not revealed should not bar an examination of the points made in them. This again is largely a question not only of policy but of an examination of the merits of each individual petition. It seems, however, unexceptionable to say that any procedure adopted in this behalf should be such as to discourage the sending of anonymous and pseudonymous petitions as far as possible.

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The manner of disposal of Ministers' tour petitions, already referred to at the meeting, has been raised by several officers. It is agreed that it would be best to refer them to the local officers on the spot except where questions of ~~Governmental~~ policy are dealt with or decisions at Governmental level are to be taken, and to obtain periodical - monthly - statements of the progress made in their disposal.

Emphasis has been laid by certain of the officers, in regard to the mode of disposal of papers, on systematic planning of their work by officers of Government, the adoption of mechanical aids to memory such as special note books, classified files, charts, placards etc., and the systematic inspection of offices by superior officers not only with a view to checking the work done but preventing any wastage of human effort or of Government money. With regard to the latter question the existing rules and manuals prescribe such inspections and Inspection Forms are in vogue in various departments, though several of these are either obsolete or toovery formal for yielding useful results. In the course of the inspections by the Efficiency Audit Branch attempts are being made to scrutinise the forms of inspection notes and to suggest changes. Here also the methods employed and the amount of interest and time taken by individual officers would be the deciding factors in ensuring the efficacy of inspections. As regards systematic planning and work by officers, what is suggested actually is that every officer should devote a part of each working day towards planning for the day or for subsequent days, that he should make a note of the important matters he has to attend to, and that he should pursue them with the aid of such appliances as note books etc. These suggestions seem eminently worthy of adoption.

With a view to hastening the disposal of papers by

Heads.....

Heads of offices, it has been suggested that Stenographers may be appointed in each of the more important offices - particularly in the Secretariat - to replace a larger number of caseworkers. The elaborate noting that is now so common in offices could be dispensed with by this means and even the personal attention of the officer to the papers is ensured. It appears that this suggestion could be tried in the Secretariat in the first instance and if found workable, extended to other offices also where it is practicable to do so.

The suggestion that there should be periodical meetings of Heads of Departments and officers of Government with the Secretaries and even where Ministers, and among themselves, in order to discuss outstanding questions and arrive at definite conclusions during these meetings, has come from almost all quarters. Such meetings have already been prescribed in the Manual of Standing Orders but for reasons pointed out by the Chief Secretary at the meeting these seem to have fallen out of use. It would appear that such meetings could serve a very useful purpose, especially in regard to matters sent up for orders of Government by Heads of Departments, and that therefore the practice could be revived with the greatest possible benefit.

5. <u>Improvement in Office Procedure</u>:- It has been suggested by more than one officer that there should be a special study of the mode of work in commercial and other institutions and in other Government offices and that there should be a special organisation devoted constantly to the task of introducing simpler and more desirable methods of office work and to improving and keeping up-to-date the system of work in each office. This is precisely the role assigned to the Efficiency Audit Branch under Government Order No.M.4487-577/G.M.13-46-31 dated 7-11-1946(copy placed below).

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This role it has been endevouring to fulfil to some extent in the course of its work. No special study of the mode of work in non-Government Institutions or other Government Offices has, however, been undertaken so far by the Branch. The problem of administration and of Governmental methods or work is one that is receiving constant and close attention in all advanced States, and special organisations have even been set up in certain countries for this purpose. There is for instance, the Directorate of Methods and Organisation in the United Kingdom and the Personnel and Training Divisions under the Civil Service Commission in the United States which are discharging this role. It is perhaps permissible to say that just as Scientific and Technical knowledge requires to be constantly freshened and tuned up in the light of the latest developments and just as officers of the Technical and Scientific departments are deputed for studies elsewhere in this behalf, there is every need in the field of Administration for a close study of methods adopted outside and for deputing officers and officials for a study of office methods and the latest advances in science of administration. A beginning could perhaps be made by enabling the staff of the Efficiency Audit Branch to make a special study in this behalf and to suggest methods of improvement in the light of such study not only in non-Government institutions (such as Banks and other business and commercial concerns) but in Government institutions outside the State. Should this suggestion commend itself to Government, detailed proposals will be submitted for orders.

B. PERSONNEL:

The problems connected with personnel are mainly three-fold: recruitment, training and supervision. The question of recruitment to public services being one of policy, no specific suggestions from the concerned officers

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are forthcoming in this behalf. The other suggestions made can be dealt with under the heads noted below:-

1. Institution of Training Classes for Officials:- This is a matter which has been emphasised by almost all the officers and the importance of training officials, particularly recruits, before putting them on to work can hardly be exagerated. Yet, it is very common ~~sight~~, particularly in recent years, to see raw and untrained men direct from the University and other educational institutions of Government being put on important and responsible work without any adequate guidance and their being expected to discharge their duties promptly and adequately. The system of clerkship examinations in vogue at one time appears to have been discontinued though it is not clear under what circumstances and for what reasons. It is imperatively necessary to revive not only these clerkship examinations but to institute regular training courses for ministerial and executive officials in every department for a prescribed period so as to enable the recruits and even promotees to fit themselves for the jobs they are expected to undertake. To expect these training classes to be taken up by the existing personnel outside office hours is perhaps too much, and in every case it seems necessary that the Head of the Department should draw up specific proposals giving details regarding the number of persons, number of classes, period of work, the officers or officials deputed for the work and any extra expenditure that may be necessary for remunerating the trainers keeping it of course to the minimum. The expenditure incurred in this connection and the loss to Government of the amount of work that such trainees would otherwise have done would be more than compensated by the extent of training and amount of experience these would have gained by this means.

2. Another proposal made by almost all the Heads of

Departments.....

Departments is the appointment of leave reservists, not below 12½% of the total strength of each office and even to the extent of 20% according to some officers. There is no doubt that several Government offices are at present under-staffed not only for the reason that suitable candidates are not forthcoming but also because officials going on leave or promotion or transfer are not replaced in all cases, and work in the concerned offices and efficiency suffer considerably on this account. ~~and~~ There seems to be a very good case for considering the appointment of leave reservists of 12½% in every office so as to ensure an ever-present complement of officials to replace those going out permanently or temporarily. As one officer has suggested, a certain proportion of these may be typists in order that they may help in replacing that particular category of officials.

3. Among the other suggestions made in this connection are the introduction of human incentives to officials in order to promote efficiency. This, it is suggested, could take the form of a) rewards for good work done, b) promotions and increments in cases of special ability, energy and industry, or c) at the very least, suitable acknowledgement or recognition of such work by means of certificates or medals, the starting of Canteens and Refreshment Rooms etc., for the benefit of officials etc. It has been pointed out, and it seems rightly, that whereas officials and officers are rated for any delinquency or short-comings on their part, there is hardly any open admission or mention of any good work done by them, and it is time that just as much emphasis is laid in the interest of efficiency on the good work done by Government servants as on their drawbacks and defects. The idea of 'glamourising good workers' started recently in the United Kingdom, especially in respect of the newly

nationalised....

Outlines of a scheme of training
to recruits for ministerial posts.

Among the frequent complaints made in regard to work in Government offices is the one that normal work is suffering for want of trained and experienced officials. It is being observed by almost all inspecting officers that the several registers and accounts are not being correctly and properly posted up and that the state of affairs of several of the offices is very unsatisfactory. This is mostly attributed to the existing procedure of posting direct for work raw and untrained recruits to offices which require a basic knowledge of office work and procedure, again this has probably been necessitated, especially in recent years, by the urgent need for getting men to fill up vacant jobs and by the mass of work accumulated in several offices which has got to be attended to by an official, whether trained or untrained, raw or experienced.

With a view to ensuring on the part of the clerical recruits an adequate knowledge of office procedure and work, an examination known as the 'Clerkship Examination' was prescribed in G.O. No. 78 - E.A. Gl. dated 24th November 1916. The following subjects were taught and classes were held in Bangalore for a period of 3 months every year.

1. Precis writing
2. Referencing and drafting
3. Filing records
4. Simple office accounts
5. Reading Kannada manuscripts and
6. General Rules of Office Procedure.

'Clerkship Rules' were prescribed by Government in their order No. 172-E.A. G. dated 5-3-1917, according to which no person was eligible for appointment or promotion to a post carrying a pay of less than Rs 25/- but classed as superior unless he had passed the L.S. examination and

'Clerkship ...

'Clerkship (Lower)', unless the officer appointing him was satisfied as to his ability to read and write Kannada with facility; and no person was eligible for appointment or promotion to a post carrying Rs 25/- per mensem and upwards unless he had passed the Matriculation or S.S.L.C. and had passed in addition, 'Clerkship examination (Higher)'. This system was subsequently changed and the 'Clerkship Rules' were rescinded at the time of issuing general rules for regulating appointments and promotions in State Service, as per G.O. No. E.A. 2013/E.A.14-21-8 dated 28th November 1921. The reasons for the cancellation of the 'Clerkship' examination have not been mentioned in this Government Order. It is perhaps with a view to facilitating the entertainment of candidates of backward communities, that direct recruitment with general qualification only was prescribed by Government (vide Rule 3 and 5 of G.O. dated 28-11-1921). Since the 'Clerkship' examination was cancelled, the recruits that enter service are left untrained and take a very long time to pick up experience. Almost every one of the officers whose opinions were called for re: the modes of improving the despatch of business has suggested that training is one of the most essential prerequisites for posting an official to an office for work. In view of this, the following scheme, with reference solely to new recruits, is outlined for consideration and necessary elaboration with refernce to the needs of each department. The Public Service Commissioner would naturally have to be consulted on these matters and his views obtained before giving final consideration to them. The question broadly has three aspects to it: -

i) the stage at which training has to be imparted;
ii) the agency to arrange for the training; and
iii) the kind and nature of training.

(i) As regards the first question it will at the outset be agreed that training will have to be given before

posting .....

posting every recruit for work. But one point for consideration will be whether the training has to be arranged for after the recruit is actually appointed under the C.R.B. Rules or whether, as soon as he gets into the C.R.B. list, arrangements should be made to train him so that when his turn for appointment comes. he will be adequately equipped to take up office work. It would appear that, circumstances permitting, the balance of advantage would lie in giving recruits training as soon as they get into the list and are assigned to the various units. It may be that several of those who have been included in the list do not turn up for appointment or for the training, but it is expected that those who are keen on appointment would surely come up. This might enable a large number of candidates to be collected at a given time and imparted training at prescribed places and during specified months of the year, whereas the giving of training to candidates after they are appointed may not admit of such a procedure. The candidates coming up and admitted to training may be paid such allowances or stipends as may be considered appropriate.

(ii) One agency that could be thought of for arranging for the training is the office of the Public Service Commissioner, as in most other places where Public Service Commissions are expected to conduct examinations and arrange for training etc. The Public Service Commissioner may be the authority required to arrange for the training classes, and prescribe the places and the periods of the year in which they are to be conducted etc., while the actual conduct of training classes would necessarily have to be ~~done~~ by the departmental authorities with the help of experienced departmental officers and officials. ~~The Public Service Commissioner~~ The curriculum etc., having been fixed in consultation with the departmental authorities, the Public Service

Commissioner would arrange to send lists of candidates selected for training, issue them notices, obtain necessary undertakings, intimate to them the place and periods of training, and likewise call in the help of the concerned departmental authority to depute the necessary number of officers and officials to impart the training and conduct the classes.

(iii) All District Headquarters may be treated as training centres in the case of the more important departments like the Revenue, Excise, Forest etc., and only Bangalore (and if necessary, Mysore also) in the case of the others. The classes could be conducted in the premises of the concerned departmental offices.

All the subjects prescribed for the "Clerkship" examination as per G.O. dated 24-11-1916 may be taught, together with practical instructions in the maintenance of several prescribed registers, the use of prescribed forms, and the application of rules, circulars and standing orders. The training classes may be held between 4 and 6 p.m. on every working day, the period of training being fixed at 3 months or such other period as may in each case be called for. The subjects taught may be somewhat as below:-

(1) Precis writing and drafting.
(2) General Rules of office procedure.
(3) Simple Government accounts.
(4) Practical instruction in the above.
(5) Such other special items as may be suggested by the departments.

A specific period of time may be devoted every day to each of the first three subjects and the last two taken up towards the latter half of the training period, in which the candidates would be asked to go to the several offices located in the neighbourhood and given files, papers etc., at random to be worked out by themselves ~~with~~ under the supervision of the concerned officials of the respective offices. The officers and officials who are deputed to teach the trainees in this manner would in fairness have to be paid suitable remuneration

or....

or allowances for the extra work done. An examination may be conducted by the Head of the Department or of the District at a stated time with a view to satisfying himself as to the sufficiency of the training imparted. This need not necessarily be done with all the formalities or exactly on the scale of the departmental examination. The recruits who secure a pass in this examination may be posted to their regular appointments and those who are not successful may be asked to undergo training again for another term, this time at their own expense. These recruits should give an undertaking that they will serve the Government for not less than three years after their appointment on training, and specific penalities may be attached to the contravention of this term. It may also be stipulated that unless this examination is passed no confirmation ~~xxxx~~ or promotion will be given.

The question of giving training to recruits who have been working at present in various offices for varying periods, besides those who are to be appointed hereafter, is also important and has to be considered if immediate results are to be achieved. It may be argued, however, that the very fact that they are working in various offices at present for longer or shorter periods should ensure that they get the necessary training and that no separate arrangements are needed. It would undoubtedly dislocate work and also duplicate efforts if the men who have been working for some months past in their respective offices should be pulled out now for purposes of giving training. However, at the time any scheme of training comes into force, it may be desirable to collect all officials who have put in, say, less than three months of service for the first training class and give them training in accordance with the rules under such scheme.

Besides.....

74.]

WD 01547—GPB—40,000—9-12-42

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent ~~payment~~ record.]

The Mail" Madras 19-5-48

WASTING TIME OF MINISTERS

Premier's warning about petitions

MADRAS, May 18.

THE following Press statement has been issued to the Press on the authority of the Hon. the Premier of Madras:

Hundreds of petitions addressed to the Premier are being received every day. Some of them are copies of petitions sent to the various Ministers, and some are copies of petitions sent to various officials of Government and Heads of Departments. Many persons send copies of their petitions to all officials, from the lowest rung of the ladder to the highest, including the Ministers and the Premier. Petitions about the most trivial matters are sent to the Ministers, and the Premier. This practice leads to an enormous increase of work at every stage. It leads to a huge waste of the very valuable time of all officers, and Ministers. The time and energy of Ministers, which ought to be spent on important matters, and matters concerning the Departments and the Province as a whole, is frittered away over trivial matters with the result that important things have to go unnoticed or unattended.

The public are hereby informed once again that unless they have failed to get redress from the officers concerned, or from the immediate superiors of the officers they should not address the Ministers direct.

Only petitions which, on their face show that the concerned officials and their immediate superiors have been approached, but without success will be attended to. Others are liable to be summarily rejected. No notice will be taken of copies of petitions sent to the Premier and the other Ministers at the same time as they are sent to the officers concerned, and their immediate superiors.

N.B.— Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

S. O.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. M. 4487-577—G. M. 13-46-31, dated 7th November 1946.

Efficiency Audit Branch.

Passes orders regarding scope of work and functions of the ——.

READ.—

Government Order No. 52-112—C. B. 29-46-1, dated 4th July 1946, sanctioning the appointment of a Special Officer with the designation "Director, Efficiency Audit" to be in charge of a system of Efficiency Audit and of Anti-corruption Measures.

2. Government Order No. 1996-2056—C. B. 150-46-1, dated 4th November 1946, sanctioning revised arrangements for the direction of the work relating to Efficiency Audit and Anti-corruption Measures.

ORDER No. M. 4487-577—G. M. 13-46-31, DATED BANGALORE, THE 7TH NOVEMBER 1946.

A scheme of Efficiency Audit was for the first time introduced in the State in the year 1914. The objects of the scheme were, to secure a greater degree of co-ordination and uniformity of work than existed at the time, in order to ensure that the individual activities and operations of the several departments were in consonance with the general aims and objects of the Government, to see that the departments themselves were maintained according to the latest standards of progressive administration, and to provide necessary assistance to Heads of Departments in revising rules and standing orders applicable to the work of their respective departments. In other words, the cardinal aims to be achieved were, systematisation in office work and procedure, and efficiency in execution or despatch of business. The work of the Efficiency Audit Section was accordingly organised under the following heads:—

(1) compilation of manuals and standing orders and securing strict compliance with their provisions in Government Offices;

(2) periodical inspection and examination of individual offices and departments to ensure prompt despatch of business according to prescribed procedure;

(3) investigation of irregularities in any department or office or of the grievances of the public in regard to the work of such department or office;

(4) functioning as a bureau of information; and

(5) undertaking administrative audit to supplement financial audit wherever necessary.

2. In pursuance of the above, a considerable amount of useful work was done by the Efficiency Audit Section, as for instance, in preparing Office Manuals, issuing detailed rules for office inspections, and introducing several improvements in office methods. The activities of the section were restricted in 1921 as a measure of retrenchment and practically ceased in 1922. In 1924, however, a system of office inspections was introduced together with a Scheme of Revenue Audit, and this was discontinued in 1931 on the recommendation of the Retrenchment Committee.

3. The need for reviving the system of Efficiency Audit was urged on the attention of Government at the Dasara Session of the Representative Assembly in 1945, when a resolution to that effect was passed by the House. Government, while emphasising that the adoption of suitable measures calculated to maintain efficiency in all departments of Government had always received their attention,

agreed to examine the suggestions made in the course of the debate. Subsequently, the Committee set up by Government for examining the desirability of taking further steps in the matter of putting down corruption in the public service, also recommended the creation of an office of a Special Officer for Efficiency Audit and Anti-corruption Measures, and indicated in broad outline the duties of such an Officer on the Efficiency Audit side. On a consideration of the suggestions made from time to time in both the Houses of Legislature and of the recommendation of the above Committee, Government have now directed, in the Government Order dated 4th July 1946 read above, the revival of the Scheme of Efficiency Audit.

4. The following, among others, will be the aims and objects of Efficiency Audit work.

(1) To examine whether the rules and standing orders regarding correspondence and office procedure, routine and surprise inspections, maintenance of records, registers, diaries and journals and the preparation of business statistics and arrear lists, and whether other instructions issued for improving efficiency in offices, are being observed.

(2) To suggest alterations or modifications to such rules or standing orders as have ceased to serve effectively the purpose for which they were intended, to propose methods of simplification of office work and procedure and the abolition of unnecessary returns, statements, etc., and to review and revise, if necessary, the rules regarding regular and surprise inspections, so as to make them more stringent and conform to the present day requirements.

(3) To see that the revision of departmental manuals, wherever necessary, is properly and promptly attended to and that the circular files in offices are being correctly maintained and brought up-to-date.

(4) To pay particular attention to the state of correspondence and the disposal of business, the distribution of work among the staff, and the extent of guidance given and control exercised by the head of the office, and to ascertain if there are any avoidable delays in dealing with official work, in the disposal of petitions from the public or calls for information from co-ordinate and higher offices, in the submission of inspection and other reports and returns, etc.

(5) To examine whether the touring of executive officers is systematic and well regulated and conducive to the efficient despatch of business and whether the inspections conducted by them are thorough and methodical.

(6) To scrutinise whether powers of sanction vested in officers, including those relating to expenditure, are properly and judiciously exercised.

(7) To examine the nature and extent of the executive powers exercised at present by subordinate officials and officers of the several departments like Revenue, Forest, Excise, Public Works, Railways, Food and Civil Supplies, etc., and to suggest ways and means of preventing the misuse of such powers, keeping in view the need for adequate decentralisation of powers so as to obviate unnecessary correspondence and delay in the conduct and despatch of business.

(8) By a system of test Revenue Audit in selected offices, to examine whether there has been or is likely to be any leakage of revenue, or failure to credit amounts due to and received on behalf of Government, or failure to recover Government dues, or any other irregularities connected with the financial transactions of Government.

(9) Wherever possible, to attempt and secure co-ordination of work as opposed to duplication and over-lapping, and to see that all departmental administration is conducted smoothly and efficiently.

5 Apart from the matters referred to above, there will be special points for attention in each department which cannot, in the nature of things, be of general application. A few instances in respect of some important departments have been mentioned in the Annexure, but those referred to therein are to be deemed neither typical nor exhaustive.

For carrying out the work referred to above, an Efficiency Audit Branch will be constituted as a separate unit of the General and Revenue Secretariat and placed under the immediate charge of an officer who will be called "Special Officer for Efficiency Audit" and who will undertake systematic inspections—periodical as well as surprise—of subordinate offices, under the instructions of the Minister in

charge of the portfolio and in accordance with the programme duly approved by him. The Special Officer may inspect any office of any department under Government except those of the Heads of Departments and the Deputy Commissioners of Districts or of corresponding officers of other departments. Prior notice of at least a week will normally be given, in the case of regular inspections, to the presiding officer of the office to be inspected and also to the Head of the Department or Deputy Commissioner of a District (or officers of corresponding status in other departments) as the case may be. Surprise inspections may also be conducted as and when deemed necessary under the general instructions of the Minister, particularly of offices or places where large amounts of money or property belonging to or in the custody of Government are kept. The regular as well as surprise inspections may cover, besides Government offices, places like lands, timber yards, saw-mills, forest depots, plantations, date groves, excise shops, workshops, stores, food and agricultural and other Government depots, works of Public Works Department or other departments, etc., either for the purposes mentioned above or for investigating any specific irregularity or complaint brought to notice. The Special Officer may also undertake the examination of the offices of Heads of Departments and Deputy Commissioners of Districts (and corresponding officers of other departments) or of institutions under the immediate charge of such officers, either at their instance or under the specific orders of the Minister, in order to assist such officers in improving office methods, accelerating despatch of work or investigating any specific matter pertaining to the administration or work of the office. The business of the Special Officer will, in such cases, be confined to the scrutiny of the office registers, records, papers, etc., and will not, in the absence of special instructions to the contrary, include the examination of purely departmental or technical work.

Notes of inspection will be drawn up in every case of regular inspection by the Special Officer and a copy thereof forwarded to the presiding officer of the office inspected, through the Head of the Department or Deputy Commissioner concerned for necessary action. A relevant extract of such notes will, in addition, be submitted to the Minister in cases of any serious irregularities noticed or any special points meriting the attention of Government. In the case of the examination of the offices of Heads of Departments or Deputy Commissioners (and officers of corresponding status in other departments), the notes prepared by the Special Officer will be placed before the head of the office for such action as he may deem fit, a copy thereof being submitted at the same time to the Minister and, in the case of offices other than those of Heads of Departments, to the concerned Heads of Departments also. In the case of surprise inspections (necessarily and mostly of subordinate offices), a brief note of the results of every such inspection will either be recorded in the Inspection Minute Book of the office inspected or forwarded to the concerned office for necessary action through the Head of the Department or the Deputy Commissioner concerned, a copy of such note being submitted to the Minister in the event of grave or serious irregularities being noticed. Any course of action suggested in the inspection notes to remedy the defects noticed or to improve the procedure or the working of the office inspected will be normally given effect to by the head of the office inspected, by himself in so far as he is competent to do so, or, where orders of a superior authority are necessary, after obtaining such orders and to the extent that the suggestions, etc., made in the notes are approved or agreed to by such superior authority. Every such officer should intimate the Special Officer through the Head of the Department or Deputy Commissioner concerned once in a month, if no shorter time is indicated in respect of any item, the progress made in rectifying the defects, if any, pointed out and in giving effect to the several suggestions indicated in the notes of inspection. Where it is proposed not to adopt any suggestion made or course of action indicated in the notes, the head of the office concerned will, after obtaining the orders of the Head of the Department or any competent superior officer, intimate in the progress report itself the reason for not doing so to the Special Officer, who may, if necessary, obtain orders of the Minister in the matter.

All references and requisitions from the Special Officer for any records, papers or other correspondence, or for any information required in connection with the inspection work undertaken by him should be promptly complied with by the offices addressed. In the course of any regular or surprise inspections by him, any records,

No. M. 4487-577—G. M. 13-46-31, DATED 7TH NOVEMBER 1946.

papers, documents, registers or other correspondence or material required for examination should be produced by or under the orders of the head of the office concerned without delay. Any officer of co-ordinate or subordinate status will, when required to do so, accompany the Special Officer on any inspection or visit in the course of the latter's work. The Auditors of the Efficiency Audit Branch sent in advance to any office in connection with inspection work will likewise receive the utmost co-operation and assistance from the concerned office staff by way of production of records, papers, registers, etc., proposed to be looked into, and free access to the office correspondence and files. In the course of his work, the Special Officer for Efficiency Audit will proceed as far as possible in consultation with, and under the instructions of the Heads of Departments or Deputy Commissioners (or officers of corresponding status) concerned, and seek their help and guidance as well as the co-operation of the presiding officers of the offices to be inspected.

Government trust that all the concerned officers will extend their full co-operation to the Efficiency Audit Staff in their work as outlined above.

K. THIPPERUDRIAH,
Secretary to Government,
Education Department.

To—The Heads of Departments.
The Secretaries to Government.
The Deputy Commissioners of Districts.
The Comptroller to Government.

Exd—B. G. S.

No. M. 4487-577—G, M. 13-46-31, DATED 7TH NOVEMBER 1946.

ANNEXURE

The following matters, among others, will receive the particular attention of the Efficiency Audit Staff in the course of their examination of the work in the several departments and offices :—

Revenue Department.—Whether darkhasts and petitions received are being registered and disposed of promptly, and if not, what the delay is due to and how best it could be remedied; whether Saguvali Chits are being issued in time; whether takrar takhtas are being put up promptly and all of them registered properly and dealt with speedily and in accordance with rules, and whether the demands on that account are booked and recoveries effected without delay; whether Amarai and Hulbanni revenues are properly safeguarded and whether their sales are being conducted without prejudice to the interests of the villagers and of Government; whether applications for the several kinds of loans are being promptly dealt with and the allotments for such loans fully utilised and whether the dues in that behalf are being recovered regularly, etc.

Whether the special schemes, including those pertaining to the Rural Reconstruction Drive, the amelioration of the Depressed Classes, the sinking of drinking water and irrigation wells, etc., and special concessions of any kind are functioning or are being operated effectively, and in what direction, if any, the working of the schemes could be improved; and whether the issues of licenses of all kinds, petrol coupons, etc., in Revenue Offices are made in accordance with rules and in an equitable manner.

Forest Department.—Whether transactions pertaining to the storage and disposal, specially of old timber, the planting operations, the sale of forest produce and the issue of license, permits, etc., are being conducted in accordance with the prescribed rules.

Excise Department.—Whether transactions pertaining to sales of Excise privileges, tapping of trees, etc., as also the inspections by the officers concerned of date groves and shops, and the registering of offences under the Excise and Opium Acts and Rules, and also all processes connected with the several Excise Duties are being carried on as per rules.

Registration Department.—Whether documents, etc., presented by the public for registration are dealt with regularly and promptly.

Public Works Department.—Whether there is promptitude in dealing with bills of contractors, etc., whether there is proper recording of measurements and whether the progress of work relating to restoration and maintenance of tanks is satisfactory.

Railways.—Whether transactions connected with the allotment of waggons, the booking and delivery of goods and parcels, reservation of seats, etc., are properly conducted.

Department of Food and Civil Supplies.—Whether the system of issue of consumption cards, permits, licenses, quotas, etc., in respect of rationed and controlled articles is being worked in accordance with orders or instructions issued from time to time and whether powers have been vested properly.

General.—Whether every vital process or procedure peculiar to each department is being followed in a manner calculated to ensure promptness and fair dealing in all matters affecting the interests of Government as well as of the public.

WD 2744—GPB—475-16-11-46.

GOVERNMENT OF MYSORE.

General and Revenue Secretariat,

No. Ch.S. 430

Dated, Bangalore, 11th April *1951.*

FROM

The Chief Secretary to the Government of Mysore.

To

The Director of Printing, Stationery
and Publications in Mysore,
Bangalore.

Sir,

SUBJECT: Proposals for expediting despatch of Government Business.

Reference: letter No.Ch.S.18875 dated 29/3/51.

Please refer to the letter cited above and arrange to send 500 copies of the Government Order and its enclosure without further delay.

Yours faithfully,

for CHIEF SECRECRETARY TO GOVERNMENT.

Chs. No 718 18/4/51

The Director of Printing, Stationery & Publications
in Mysore, Bangalore.

Subject: Proposal for expediting despatch of Government Business.
Ref: Letter No.Ch.S.19875 dated 29th March 1951.
Letter No.Ch.S.430 dated 11th April 1951.

*****

Please arrange to send the required number of copies of the matter sent for printing without further delay.

Yours faithfully,

Chief Secretary to Government.

LC/2

PROCEEDINGS OF THE GOVERNMENT OF MYSORE.

Read:-

Letter No. 7078-7115/C.B. dated 31st March 1948 from the Chief Secretary to Government to the Secretaries to Government and Heads of Departments, enclosing a copy of the Proceedings of the meeting of Secretaries to Government and Heads of Departments presided over by the Chief Minister, held on the 8th of March 1948 and requesting that concrete proposals for expediting despatch of Government Business, may be formulated and forwarded to Government.

2. Note dated 10th February 1950 of the Chief Secretary to Government conveying approval of Government for the constitution of a small Committee comprising:

(1) The Chief Secretary to Government.
(2) " Financial Secretary to Government.
(3) " Revenue Commissioner in Mysore.
(4) " Excise Commissioner in Mysore.
(5) " Deputy Commissioner, Bangalore (Urban)
(6) " Deputy Commissioner, Bangalore (Rural), and
(7) " Director of Anti-Corruption and Efficiency Audit,

to go into the question and arrive at tentative conclusions on each of the items and also to make such other suggestions as were deemed necessary before placing them before a meeting of the Heads of Departments for discussion of the same.

3. Official Memorandum No. 535-544/C.B. 29-50-1 dated 10th April 1950 from the Chief Secretary to Government to the Secretaries to Government, requesting that lists of proposals regarding Decentralisation of Powers dealing with their respective Departments may be obtained from the Heads of Departments and forwarded for ~~[illegible]~~ consideration by the Committee.

4. Letter No. 8928/C.B. dated 21st September 1950, from the Chief Secretary to Government to the Director of Anti-Corruption and Efficiency Audit, requesting that action may be taken to expedite the final report and have the subject included in the Agenda for the Officers' Meeting at Mysore during the ensuing Dasara.

ORDER NO. C.S. 18629-18728/C.B. 29-50-3

Bangalore, dated 28th March 1951.

In accordance with the decisions arrived at at the meeting of the Heads of Departments and Secretaries to Government presided over by the Chief Minister on the 8th of March 1948, several officers were addressed to send up concrete proposals for expediting despatch of Government Business. Accordingly, proposals from several Heads of Departments were received on the basis of which consolidated draft proposals were formulated for being placed before a meeting of the Ministers, Secretaries to Government, Heads of Departments and Deputy Commissioners of Districts. But owing to various reasons, this meeting could not be held and Government were pleased to appoint on 10th February 1950 a Committee of officers to go into the question with a view to arriving at tentative conclusions on each of the items and also to making such other suggestions as were deemed necessary before placing them for discussion at a meeting of Heads of Departments presided over by the Chief Minister. The Committee at its first meeting while considering the draft proposals regarding Decentralisation of Powers common to all Heads of Departments, decided to consider also proposals of Decentralisation peculiar to each Head of Department. Accordingly the Secretaries to Government were requested in the Official Memorandum dated 10th April 1950, read above, to meet the concerned Heads of Departments and furnish, for the consideration of the Committee, proposals peculiar to their respective Departments. On receipt of these proposals, the concerned Heads of Departments and Secretaries to Government were invited to attend the meetings of the Committee for detailed discussion of the proposals in question. In

continued

In pursuance thereof, the proposals were examined in full ~~in~~ at the subsequent meetings. In matters where technical details were wanting, Departments such as Public Works Department and Stores Purchase Committee were also consulted. Besides the decisions of the Committee in regard to Decentralisation of Powers, a Scheme for training ministerial recruits has also been drawn up. In all, 18 Heads of Departments sent over 300 proposals and these were considered at 11 meetings of the Committee. Thereafter, the Committee drafted a Report incorporating its decisions and recommendations which were considered at the Officers' Meeting held at Mysore on the 19th of October 1950, where it was decided that the recommendations may be submitted to Government for consideration. // ~~Government~~ After a careful examination of the various proposals made by the Committee, the decisions of Government on these recommendations are recorded against each item as shown in Annexure I, (Decentralisation of Power, Part 1 Delegation of power in general in the case of all major departments, and Part II Delegation of Power to ~~the~~ certain specified Departments) and Annexure II, (Improvement of the system of work in office;) ~~and~~ the recommendations made as in Annexure III (scheme for training the ministerial recruits) are ~~have been~~ approved. The Report of the Committee and also its proceedings are appended to this order.

S. M. Ramakrishnaiya
Chief Secretary to Government.

To
The Secretaries to Government.
" Heads of Departments.
" Deputy Commissioners of Districts.
" PRESS TABLE.

PROCEEDINGS OF THE GOVERNMENT OF MYSORE.

Read:-

Letter No. 7076-7115/C.B. dated 31st March 1948 from the Chief Secretary to Government to the Secretaries to Government and Heads of Departments, enclosing a copy of the Proceedings of the meeting of Secretaries to Government and Heads of Departments presided over by the Chief Minister, held on the 8th of March 1948 and requesting that concrete proposals for expediting despatch of Government Business, may be formulated and forwarded to Government.

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(6) " Deputy Commissioner, Bangalore (Rural), and
(7) " Director of Anti-Corruption and Efficiency Audit,

to go into the question and arrive at tentative conclusions on each of the items and also to make such other suggestions as were deemed necessary before placing them before a meeting of the Heads of Departments for discussion of the same.

3. Official Memorandum No. 535-544/C.B. 29-50-1 dated 10th April 1950 from the Chief Secretary to Government to the Secretaries to Government, requesting that lists of proposals regarding Decentralisation of Powers dealing with their respective Departments may be obtained from the Heads of Departments and forwarded for ~~xxxxxxxxxx~~ consideration by the Committee.

4. Letter No. 8928/C.B. dated 21st September 1950, from the Chief Secretary to Government to the Director of Anti-Corruption and Efficiency Audit, requesting that action may be taken to expedite the final report and have the subject included in the Agenda for the Officers' Meeting at Mysore during the ensuing Dasara.

ORDER NO. C.S. 18629-18728/C.B. 29-50-3

Bangalore, dated 28th March 1951.

In accordance with the decisions arrived at of the meeting of the Heads of Departments and Secretaries to Government presided over by the Chief Minister on the 8th of March 1948, several officers were addressed to send up concrete proposals for expediting despatch of Government Business. Accordingly, proposals from several Heads of Departments were received on the basis of which consolidated draft proposals were formulated for being placed before a meeting of the Ministers, Secretaries to Government, Heads of Departments and Deputy Commissioners of Districts. But owing to various reasons, this meeting could not be held and Government were pleased to appoint on 10th February 1950 a Committee of officers to go into the question with a view to arriving at tentative conclusions on each of the items and also to making such other suggestions as were deemed necessary before placing them for discussion at a meeting of Heads of Departments presided over by the Chief Minister. The Committee at its first meeting while considering the draft proposals regarding Decentralisation of Powers common to all Heads of Departments, decided to consider also proposals of Decentralisation peculiar to each Head of Department. Accordingly the Secretaries to Government were requested in the Official Memorandum dated 10th April 1950, read above, to meet the concerned Heads of Departments and furnish, for the consideration of the Committee, proposals peculiar to their respective Departments. On receipt of these proposals, the concerned Heads of Departments and Secretaries to Government were invited to attend the meetings of the Committee for detailed discussion of the proposals in question. In

continued

In pursuance thereof, the proposals were examined in full ~~in~~ at the subsequent meetings. In matters where technical details were wanting, Departments such as Public Works Department and Stores Purchase Committee were also consulted. Besides the decisions of the Committee in regard to Decentralisation of Powers, a Scheme for training ministerial recruits has also been drawn up. In all, 18 Heads of Departments sent over 300 proposals and these were considered at 11 meetings of the Committee. Thereafter, the Committee drafted a Report incorporating its decisions and recommendations which were considered at the Officers' Meeting held at Mysore on the 19th of October 1950, where it was decided that the recommendations may be submitted to Government for consideration. // ~~Government~~ After a careful examination of the various proposals made by the Committee, the decisions of Government on these recommendations are recorded against each item as shown in Annexure I, (Decentralisation of Power, Part 1 Delegation of power in general in the case of all major departments, and Part II Delegation of Power to ~~the~~ certain specified Departments,) and Annexure II, (Improvement of the system of work in office;) and (Scheme for training ministerial recruits) The recommendations made as in Annexure III ~~have been~~ are approved. The Report of the Committee and also its proceedings are appended to this order.

Sd/- K. Ramakrishnaiya
Chief Secretary to Government.

To
The Secretaries to Government.
" Heads of Departments.
" Deputy Commissioners of Districts.
" PRESS TABLE.

S 0

PROCEEDINGS OF THE GOVERNMENT OF MYSORE

R E A D:-

Letter No.7078-7115/C.B. dated 31st March 1948 from the Chief Secretary to Government to the Secretaries to Government and Heads of Departments, enclosing a copy of the Proceedings of the meeting of Secretaries to Government and Heads of Departments presided over by the Chief Minister, held on the 8th of March 1948 and requesting that concrete proposals for expediting despatch of Government Business, may be formulated and forwarded to Government.

2.Note dated 10th February 1950 of the Chief Secretary to Government conveying approval of Government for the constitution of a small Committee comprising.-

1. The Chief Secretary to Government,
2. The Financial Secretary to Government,
3. The Revenue Commissioner in Mysore,
4. The Excise Commissioner in Mysore,
5. The Deputy Commissioner,Bangalore(Urban)
6. The Deputy Commissioner,Bangalore(Rural), and
7. The Director of Anti-Corruption and Efficiency Audit,

to go into the question and arrive at tentative conclusions on each of the items and also to make such other suggestions as deemed necessary before placing them before a meeting of the Heads of Departments for discussion of the same.

3.Official Memorandum No.535-544/C.B.29-50-1 dated 10th April 1950 from the Chief Secretary to Government to the Secretaries to Government, requesting that lists of proposals regarding Decentralisation of Powers dealing with their respective Departments may be obtained from the Heads of Departments and forwarded for consideration by the Committee.

4.Letter No.8928/C.B. dated 21st September 1950, from the Chief Secretary to Government to the Director of Anti-Corruption and Efficiency Audit, requesting that action may be taken to expedite the final report and have the subject included in the Agenda for the Officers' Meeting at Mysore during the ensuing Dasara.

C.S.18629-18728/CB 29-50-3

ORDER NO. BANGALORE,DATED 28th ~~FEBRUARY~~ March 1951.

1) In accordance with the decisions arrived at the meeting of the Heads of Departments and Secretaries to Government presided over by the Chief Minister on the 8th of March 1948, several officers were addressed to send up concrete proposals for expediting despatch of Government Business. Accordingly, proposals from several Heads of Departments were received on the basis of which consolidated draft proposals were formulated for being placed before a meeting of the Ministers, Secretaries to Government,

Heads.....

Heads of Departments and Deputy Commissioners of Districts. But owing to various reasons, this meeting could not be held and Government were pleased to appoint on 10th February 1950 a Committee of officers to go into the question with a view to arriving at tentative conclusions on each of the items and also to making such other suggestions as were deemed necessary before placing them for discussion at a meeting of Heads of Departments presided over by the Chief Minister. The Committee at its first meeting while considering the draft proposals regarding Decentralisation of Powers common to all Heads of Departments, decided to consider also proposals of Decentralisation peculiar to each Head of Department. Accordingly the Secretaries to Government were requested in the Official Memorandum dated 10th April 1950, read above, to meet the concerned Heads of Departments and furnish, for the consideration of the Committee, proposals peculiar to their respective Departments. On receipt of these proposals, the concerned Heads of Departments and Secretaries to Government were invited to attend the meetings of the Committee for detailed discussion of the proposals in question. In pursuance thereof, the proposals were examined in full in the subsequent meetings. In matters where technical details were wanting, Departments such as Public Works Department and Stores Purchase Committee were also consulted. Besides the decisions of the Committee in regard to Decentralisation of Powers, a Scheme for training Ministerial recruits has also been drawn up. In all, 18 Heads of Departments sent over 300 proposals and these were considered at 11 meetings of the Committee. Thereafter, the Committee drafted a Report incorporating its decisions and recommendations which were considered at the Officers' Meeting held at Mysore on the 19th of October 1950, where it was decided that the recommendations may be submitted to Government for consideration.

Government....

Heads of Departments and Deputy Commissioners of Districts. But owing to various reasons, this meeting could not be held and Government were pleased to appoint on 10th February 1950 a Committee of officers to go into the question with a view to arriving at tentative conclusions on each of the items and also to making such other suggestions as were deemed necessary before placing them for discussion at a meeting of Heads of Departments presided over by the Chief Minister. The Committee at its first meeting while considering the draft proposals regarding Decentralisation of Powers common to all Heads of Departments, decided to consider also proposals of Decentralisation peculiar to each Heads of Department. Accordingly the Secretaries to Government were requested in the Official Memorandum dated 10th April 1950, read above, to meet the concerned Heads of Departments and furnish, for the consideration of the Committee, proposals peculiar to their respective Departments. On receipt of these proposals, the concerned Heads of Departments and Secretaries to Government were invited to attend the meetings of the Committee for detailed discussion of the proposals in question. In pursuance thereof, the proposals were examined in full in the subsequent meetings. In matters where technical details were wanting, Departments such as Public Works Department and Stores Purchase Committee were also consulted. Besides the decisions of the Committee in regard to Decentralisation of Powers, a Scheme for training Ministerial recruits has also been drawn up. In all, 18 Heads of Departments sent over 300 proposals and these were considered at 11 meetings of the Committee. Thereafter, the Committee drafted a Report incorporating its decisions and recommendations which were considered at the Officers' Meeting held at Mysore on the 19th of October 1950, where it was decided that the recommendations may be submitted to Government for consideration.

Government....

After a careful examination of the various proposals made by the Committee the decisions of Government on these recommendations are recorded against each item as shown in Annexure I, (Decentralisation of Power, Part 1 ~~Decentralisation~~ Delegation of power in general in the case of all major departments, and Part ~~II~~ Delegation of power to ~~the~~ certain specified Departments), and Annexure II, (Improvement of the system of work in office) ~~and~~ The recommendations made as in Annexure III (Scheme for training ministerial recruits) ~~have been~~ are approved. The Report of the Committee and also its proceedings are appended to this order.

27/3/57

Chief Secretary to Government.

To

24/3/57

The Secretaries to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.
The PRESS TABLE.

24.3.57

C.595/50-51.

Council

~~CIRCULATION~~ NOTE.

Min. for Law & Labour.

13.2.51.

SUBJECT:- PROPOSALS FOR EXPEDITING DESPATCH OF GOVERNMENT BUSINESS

Approval of Government was accorded on 10th February 1950 for the constitution of a Committee to go into the question of concrete proposals for expediting despatch of Government Business and to suggest means to improve it. Copies of the Committee's report have already been sent to the Hon'ble Ministers separately. Copies of the draft Government Order and its annexures sanctioning the recommendations of the Committee are sent herewith for approval or other orders.

The Hon'ble the Chief Minister has ordered that the concurrence of the Hon'ble Ministers may be obtained within 7 days. If no comments are received within a period of 7 days, it will be assumed that the Hon'ble Minister concurs.

P.A.

See this & let me know if we may agree.

R.T.D. 14/2

for Chief Secretary to Government

(~~i/c.~~)

Resubmit

19.2.51

PROCEEDINGS OF THE GOVERNMENT OF MYSORE
*****

R E A D:-

Letter No.7078-7115/C.B. dated 31st March 1948 from the Chief Secretary to Government to the Secretaries to Government and Heads of Departments, enclosing a copy of the Proceedings of the meeting of the Secretaries to Government and Heads of Departments presided over by the Chief Minister, held on the 8th of March 1948 and requesti that concrete proposals for expediting despatch of Government Business, may be formulated and forwarded to Government.

2.Note dated 10th February 1950 of the Chief Secretary to Government conveying approval of Government for the constitution of a small Committee comprising.-

1. The Chief Secretary to Government,
2. The Financial Secretary to Government,
3. The Revenue Commissioner in Mysore,
4. The Excise Commissioner in Mysore,
5. The Deputy Commissioner,Bangalore(Urban),
6. The Deputy Commissioner,Bangalore(Rural), and
7. The Director of Anti-Corruption and Efficiency Audit,

to go into the question and arrive at tentative conclusion on each of the items and also to make such other suggestio as deemed necessary before placing them before a meeting o the Heads of Departments for discussion of the same.

3.Official Memorandum No.535-544/C.B.29-50-1 date 10th April 1950 from the Chief Secretary to Government to the Secretaries to Government, requesting that lists of proposals regarding Decentralisation of powers dealing wit their respective Departments may be obtained from the Head of Departments and forwarded for consideration by the Committee.

4.Letter No.8928/C.D. dated 21st September 1950, from the Chief Secretary to Government to the Director of Anti-Corruption and Efficiency Audit, requesting that action may be taken to expedite the final report and have the subject included in the Agenda for the Officers' Meeting at Mysore during the ensuing Dasara.

ORDER NO. BANGALORE,DATED FEBRUARY 1951.

In accordance with the decisions arrived at the meeting of the Heads of Departments and Secretaries to Government presided over by the Chief Minister on the 8th of March 1948, several officers were addressed to send up concerete proposals for expediting despatch of Government Business. Accordingly, proposals from several Heads of Departments were received on the basis of which consolidate draft proposals were formulated for being placed before a meeting of the Ministers, Secretaries to Government, Heads of Departments and Deputy Commissioners of Districts.

But...

But owing to various reasons, this meeting could not be held and Government were pleased to appoint on 10th February 1950 a Committee of officers to go into the question with a view to arriving at tentative conclusions on each of the items and also to making such other suggestions as were deemed necessary before placing them for discussion at a meeting of Heads of Departments presided over by the Chief Minister. The Committee at its meeting while considering the draft proposals regarding Decentralisation of Powers common to all Heads of Departments, decided to consider also proposals of decentralisation peculiar to each Head of Department. Accordingly the Secretaries to Government were requested in the Official Memorandum dated 10th April 1950, read above, to meet the concerned Heads of Departments and furnish, for the consideration of the Committee, proposals peculiar to their respective Departments. On receipt of these proposals, the concerned Heads of Departments and Secretaries to Government were invited to attend the meetings of the Committee for detailed discussion of the proposals in question. In pursuance thereof, the proposals were examined in full in the subsequent meetings. In matters where technical details were wanting, Departments such as Public Works Department and Stores Purchase Committee were also consulted. Besides the decisions of the Committee in regard to Decentralisation of Powers, a Scheme for training Ministerial recruits has also been drawn up. In all, 18 Heads of Departments sent over 300 proposals and these were considered at 11 meetings of the Committee. Thereafter, the Committee drafted a Report incorporating its decisions and recommendations which were considered at the Officer's Meeting held at Mysore on the 19th of October 1950, where it was decided that the recommendations may be submitted to Government for consideration.

Government.....

Government have carefully gone through the various proposals made by the Committee and are pleased to order as noted against each item shown in Annexure I and II enclosed to th is Order.

The Report of the Committee together with the Proceedings of its meetings held on 7th and 8th April 1950 and 1st of August 1950 pertaining to procedural matters and suggesting certain modified procedures, with a view to expediting despatch of Government work, in departments like the Public Works Department and the Stores Purchase Committee are also enclosed as Appendix to this Order.

CHIEF SECRETARY TO GOVERNMENT.

The Secretaries to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.
PRESS TABLE.

C.5957 Srg.

Cancel

~~CIRCULATION NOTE.~~

Cabinet Secretariat
Cabinet Secretariat
O/C.
13.2.57.

SUBJECT:- PROPOSALS FOR EXPEDITING DESPATCH OF GOVERNMENT BUSINESS

Approval of Government was accorded on 10th February 1950 for the constitution of a Committee to go into the question of concrete proposals for expediting despatch of Government Business and to suggest means to improve it. Copies of the Committee's report have already been sent to the Hon'ble Ministers separately. Copies of the draft Government Order and its annexures sanctioning the recommendations of the Committee are sent herewith for approval or other orders.

The Hon'ble the Chief Minister has ordered that the concurrence of the Hon'ble Ministers may be obtained within 7 days. If no comments are received within a period of 7 days, it will be assumed that the Hon'ble Minister concurs.

Hon. Ramakrishnaiya
Chief Secretary to Government
HPD

Letter No.707S-[redacted] 1948 from the Chief Secretary to Government to the Secretaries to Government and Heads of Departments enclosing a copy of the Proceedings of the meeting of Secretaries to Government and Heads of Departments presided over by the Chief Minister, held on the 8th of March 1948 and requesting that concrete proposals for expediting despatch of Government Business, may be formulated and forwarded to Government.

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5. The Deputy Commissioner,Bangalore(Urban)
6. The Deputy Commissioner,Bangalore(Rural), and
7. The Director of Anti-Corruption and Efficiency Audit,

to go into the question and arrive at tentative conclusions on each of the items and also to make such other suggestions as deemed necessary before placing them before a meeting of the Heads of Departments for discussion of the same.

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In accordance with the decisions arrived at the meeting of the Heads of Departments and Secretaries to Government presided over by the Chief Minister on the 8th of March 1948, several officers were addressed to send up concrete proposals for expediting despatch of Government Business. Accordingly, proposals from several Heads of Departments were received on the basis of which consolidated draft proposals were formulated for being placed before meeting of the Ministers, Secretaries to Govern

Pa

Staff Details.

Building: In case the building proposed is not available - at Rs.100 per month (rent)	Rs. 1,200/-
1 Superintendent Allowance - Rs.250 2 Lecturers at Rs.150/-. 1 clerk (II Division) and two peons at Rs.18 each	Rs.8748 or 9,000/-
Contingencies:- (a) Recurring	Rs. 600/-
(b) Non-recurring	1,500/-
Recurring for 12 month .. Rs.10.700 or 11.000/-	

Probable Receipts.

Rs.60 x 10 = 600 per month x 12
= 7,200 per year.

Admission fees at Re.1/- per candidate = Rs.120.	Rs.7,320/-
Net amount required	Rs.3,680/- or Rs.4,000/-

Grant of not exceeding Rs.4,000/- per annum to be asked for from Government.

Heads of Departments and Deputy Commissioners of Districts. But owing to various reasons, this meeting could not be held and Government were pleased to appoint on 10th February 1950 a Committee of officers to go into the question with a view to arriving at tentative conclusions on each of the items and also to making such other suggestions as were deemed necessary before placing them for discussion at a meeting of Heads of Departments presided over by the Chief Minister. The Committee at its first meeting while considering the draft proposals regarding Decentralisation of Powers common to all Heads of Departments, decided to consider also proposals of Decentralisation peculiar to each Headx of Department. Accordingly the Secretaries to Government were requested in the Official Memorandum dated 10th April 1950, read above, to meet the concerned Heads of Departments and furnish, for the consideration of the Committee, proposals peculiar to their respective Departments. On receipt of these proposals, the concerned Heads of Departments and Secretaries to Government were invixted to attend the meetings of the Committee for detailed discussion of the proposals in question. In pursuance thereof, the proposals were examined in full in the subsequent meetings. In matters where technical details were wanting, Departments such as Public Works Department and Stores Purchase Committee were also consulted. Besides the decisions of the Committee in regard to Decentralisation of Powers, a Scheme for training Ministerial recruits has also been drawn up. In all, 18 Heads of Departments sent over 300 proposals and these were considered at 11 meetings of the Committee. Thereafter, the Committee drafted a Report incorporating its decisions and recommendations which were considered at the Officers' Meeting held at Mysore on the 19th of October 1950, where it was decided that the recommendations may be submitted to Government for consideration.

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Government have carefully gone through the various proposals made by the Committee and are pleased to order as noted against each item shown in Annexure I and II enclosed to this Order.

The Report of the Committee together with the Proceedings of its meetings held on 7th and 8th April 1950 and 1st of August 1950 pertaining to procedural matters and suggesting certain modified procedures, with a view to expediting despatch of Government work, in departments like the Public Works Department and the Stores Purchase Committee are also enclosed as Appendix to this Order.

CHIEF SECRETARY TO GOVERNMENT

The Secretaries to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.
PRESS TABLE.

ANNEXURE I

DRAFT PROPOSALS FOR EXPEDITING DESPATCH OF GOVERNMENT BUSINESS

I. Decentralisation of powers

1. Delegation of powers to Heads of Departments :—

The following delegation of powers may be ordered generally in the case of all major departments :—

Nature of powers	Existing limits or extent	Proposed extent of delegation	Decisions of the Sub-Committee	Orders thereon
1	2	3		
(a) Powers of appointment, leave, transfer, etc.				
1 Appointments, promotions, including powers of dismissal, leave and transfer of Non-Gazetted staff.	In cases of salary upto Rs. 180.	Upto Rs. 250 or Rs. 200 ...	~~All Non-Gazetted staff subject to rules of recruitment that may be in force for the time being.~~ Powers of appointment, promotions, including powers of dismissal, leave and transfer of all Non-Gazetted staff may be delegated, subject to rules of recruitment that may be in force for the time being.	Approved.
2 Retirement and superannuation of Non-Gazetted staff, including compulsory retirement.	Do ...	Do	~~All Non-Gazetted staff.~~ Powers to order retirement and superannuation including compulsory retirement of all Non-Gazetted staff may be delegated.	Approved.
3 Privilege or combined leave to subordinate Gazetted Officers.	Upto one month...	Upto three months. ...	~~Agreed.—This will be limited to Gazetted Officers whose grade pay does not exceed Rs.600.~~ Powers may be delegated to sanction Privilege or combined leave to subordinate Gazetted Officers whose grade pay does not exceed Rs.600/-.	Approved.
4 Extension of service to Non-Gazetted Officers.	...	To all Non-Gazetted Officers with salary upto Rs. 250 or Rs. 200 and upto 60 years of age—one year at a time.	~~Agreed.—"To all Non-Gazetted staff upto 60 years, one year at a time. This rule should be unchanged for 40 to 50 years."~~ Power may be delegated to grant extension of service to all Non-Gazetted Officers upto 60 years, one year at a time. This rule should be unchanged for at least 40 to 50 years.	Approved.
5 Authorising alteration of dates of birth of Non-Gazetted Officers.	In cases of salary upto Rs. 150.	In the case of all Non-Gazetted Officers.	~~Agreed.~~ Power to authorise alteration of dates of birth in the case of all Non-Gazetted Officers may be delegated.	Approved.
6 Sanction of arrear increments, etc., to Non-Gazetted staff and other arrangements involving alteration of pay.	Upto a period of two years.	Upto a period of three years.	~~Agreed.~~ Powers may be delegated to sanction arrear increments to Non-Gazetted staff and other arrangements involving alteration of pay, provided the claim is within a period of 3 years.	Approved.

Nature of powers	Existing limits or extent	Proposed extent of delegation	Decisions of the Sub-Committee	~~Remarks~~ Orders thereon.
1	2	3		5
7 Granting leave to Non-Gazetted Officers during extension period or after superannuation.	Upto two months.	Upto six months.	~~Agreed~~ Power to grant leave to Non-Gazetted officers during extension period or after superannuation upto six months, may be delegated	Approved.
8 Re-employment of pensioners.	Upto a salary limit of Rs. 150.	Upto a limit of Rs. 250 (Total emoluments).	~~Agreed. To apply to all Non-Gazetted staff without intervention of~~ Power may be delegated to re-employ pensioners upto a limit of Rs.250(total emoluments)	Approved.
9 Appointment of temporary staff for twelve months.	Pay in individual cases not to exceed Rs. 50 per mensem.	Pay not to exceed Rs. 100 per mensem.	~~Agreed.~~ Power may be delegated to appoint temporary staff for twelve months, pay in individual cases not to exceed Rs.100/- per mensem	Approved.
10 Transfers of Gazetted Officers.	...	Amildars in Revenue Department, Assistant Superintendents of Police in Police Department, Health Officers in Public Health Department, and Officers with corresponding status in other departments.	~~Agreed subject to the normal rules of three years' stay, urgency etc.~~ Powers may be delegated to transfer Gazetted Officers of the status of Amildars in the Revenue Department, A.S.Ps in Police Department, Health Officers in Public Health Department and officers with corresponding status in other department, subject to the normal rules of three years' stay, urgency and special reasons.	Approved.
11 Power to sanction prolonged halts of Gazetted and Non-Gazetted Officers.	Upto 30 days. ...	Upto 90 days. ...	The rules may stand as at present except that the following additions may also be made to Heads of Departments who are given powers upto three months :— (1) Chief Electrical Engineer. (2) Director of Geology. (3). Director of Efficiency, Audit and Anti-Corruption. (4) Muzrai Commissioner. (5) Commissioner of Land Records.	Action to be taken accordingly
12 Sanctioning House-building and House Purchase advances to Non-Gazetted Officers.	In cases of pay upto Rs. 150.	Pay upto Rs. 250. ...	~~Agreed. To all Non-Gazetted Officers~~ Powers to sanction House Building and House Purchase advances to all Non-Gazetted Officers may be delegated.	Approved.
13 Bicycle advances ...	Pay upto Rs. 150.	To all Non-Gazetted Officers.	Power to sanction Bicycle advances to all Non-Gazetted Officers may be delegated.	Approved.

14	Motor-cycle advances to Gazetted Officers and others.	In cases where specific allowances are sanctioned.	Even in other cases ...	~~Agreed — In all cases.~~ xxxxxxxxxxx Power to sanction Motor-cycle advance to all officers may be delegated.	Approved.
	(b) Powers regarding contingent expenditure.				
15	Recurring contingent charges.	Rs. 10 and for two years.	Upto Rs. 25 and indefinitely.	Power to sanction contingent charges ~~Upto Rs. 25 per item, or if recurring upto Rs. 25 per mensem, for a total period not exceeding two years.~~	Approved.
16	Local purchase of stationery and other articles.	Upto Rs. 20.	Upto Rs. 50. ...	~~Per year.~~ Agreed. xxxxxxxxx Power may be delegated to purchase stationery and other articles upto Rs.50 per year.	Approved.
17	Purchase of clocks, time-pieces, etc.	Value upto Rs. 25.	Upto Rs. 100. ...	~~Upto Rs. 50.~~ xxxxxxx Powers may be delegated to purchase clocks and time-pieces upto Rs.50.	Approved.
18	Sanctioning cost of publication of notifications in newspapers.		Upto Rs. 100 subject to budget grants.	~~Not exceeding Rs. 50 per notification subject to budget grants.~~ xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx Power to sanction cost of publication of Notifications in newspapers not exceeding Rs.50 per Notification subject to budget grants may be delegated.	Approved.
19	Purchase of furniture, instruments, etc.	Upto Rs. 100. ...	Upto Rs. 200. ...	~~Agreed Rs. 200 in case of each article.~~ xxxxxxxxxxxxxxxxxxxxx Power may be delegated to urchase furniture,instruments etc., upto Rs.200 in ase of each article.	Approved.
20	Purchase of bicycles ...	Upto Rs. 75. ...	At market rates. ...	~~Agreed.~~ xxxx Power to purchase bicycles at market rates may be delegated.	Approved.
21	Hire of private buildings.	Rent upto Rs. 25 p.m. and Rs. 40 p.m. in some cases.	Upto Rs. 50 p.m. or Rs. 100 p.m.	~~Provided it is fixed by the House Rent Controller if there is one. xx Upto Rs.100 in cities and Rs.50 in other places xxxxxxxx~~ xxxxxxxxxxxxxxxxxxxxxxxxxxxx Power may be delegated to hire private buildings upto Rs.100 in cities and Rs.50 in other places provided it is fixed by the House Rent Controller if there is one.	Approved.
22	Cart-hire in maidan and malnad parts.	Four and five annas per mile, respectively.	Ruling rates in consultation with Revenue Department.	The Deputy Commissioner in consultation with the Executive Engineer will fix rates for cart-hire for the different areas in the District for a period of one year or at shorter intervals, if necessary. This will have to be notified in the Gazette. In cases where there is enough time for calling for tenders and invariably in cases where the carting will be for a fairly long period, tenders should be called for and the usual rules of accepting tenders will apply. Such tender rates will however, not exceed the maximum fixed by the Deputy Commissioner as mentioned above. In cases of casual hirings, *i.e.*, where it is not a long-term contract or where there is no time for calling for tenders, the rates may be fixed by the officer hiring the cart at rates not exceeding th ose fixed by the Deputy Commissioner.	Action may be taken accordingly

Nature of powers	Existing limits or extent	Proposed extent of delegation	Decisions of the Sub-Committee Powers may be delegated:-	Orders thereon.
	2	3	4	5
23 Repair charges of lorries, tractors, etc.	...	Upto Rs. 500 at a time per vehicle.	To incur repair charges of lorries tractors etc., upto Rs.200/- only.	Approved
24 Repair charges of clocks or time-pieces and typewriters, etc.	...	Upto Rs. 25 and Rs. 75, respectively.	To incur repair charges of clocks or time-pieces and typewriters upto Rs.25 and Rs.50 respectively.	Approved
25 Repair charges of tents.	Upto Rs. 25 ...	Upto Rs. 50 at a time for a tent.	To incur repair charges of tents upto Rs.50 at a time for a tent.	Approved
26 Lunch charges for meetings, etc.	...	Heads of Departments to pass charges incurred for all authorised meetings.	Not necessary.	....
27 Shifting charges of telephones.	Upto Rs. 25. ...	Upto the amount billed, subject to budget grants.	To incur shifting charges of telephones upto the amount billed, subject to budget grants	Approved
(c) Miscellaneous.				
28 Writing off of irrecoverable charges (relating to breakages etc.).	...	Upto Rs. 25 and a maximum of Rs. 500 in one year.	To write off irrecoverable charges relating to breakages upto Rs.25 per item not exceeding Rs.250 a year.	Approved
29 Refund of wrong or excess credits.	Upto Rs. 25. ...	Upto Rs. 250. ...	To refund wrong or excess credits upto Rs.250 subject to the following condition:- 1. That there is a Treasury non-payment certificate to show that the credit is still there; 2. that it is claimed within three years; and 3. that it is a wrong or excess credit.	Approved
30 Re-appropriation of grants from one minor head to another.		Power to be given to Heads of Departments.	Art. 280, M.C.A.C., Vol. I, may be added to as under:— "(c) The Heads of Departments shall have power to sanction any re-appropriation not exceeding Rs. 1,000 in each case subject to the same conditions as in clause (b) above."	Action may be taken accordingly

31 Passing arrear claims of pay, allowances, etc.	Comptroller can examine upto one year and beyond six months.	Upto two years.	No change.	.....
32 Write-off of irrecoverable advances to labour.	Upto Rs. 100 in the case of Chief Engineers.	Upto Rs. 200.	The present power of Rs. 100 to Chief Engineer may be extended to all Heads of Departments.	Approved.
33 Printing of gradation lists and of departmental forms, etc.	...	At Govt. Press or at private press according to exigencies of work.	Powers may be delegated:- ~~Agreed. Not more frequently than once a year.~~ xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx To print gradation lists and of departmental forms etc., at Govt. Press or at private presses according to exigencies of work.	Approved.
34 Sanction of pay and allowances.	To sanction payment of allowances to officers placed under suspension, or dismissed and re-instated, provided that the extra cost does not exceed Rs. 200 and the period of unemployment through suspension or dismissal does not exceed six months.	Rs. 400 may be substituted to " Rs. 200."	Agreed. xxxxx To sanction payment of allowance to officers placed under suspension or dismissal and reinstated, provided that the extra cost does not exceed Rs.400 and the period of unemployment through suspension of dismissal does not exceed six months.	Approved.
35 Advances from imprest for examination purposes.	To advance from imprest a sum not exceeding Rs. 10 to officials drawing Rs. 40 and less who are desirous of appearing for Local Service Examinations.	To sanction payment of advance to officials drawing Rs. 90 and less.	~~Agreed.~~ xxxx To sanction payment of advance not exceeding Rs.10 from imprest to officials drawing Rs.90 and less.	Approved.
36 Auction of Unserviceable and condemned articles.	.....	To auction unserviceable and condemned articles of the Department without reference to Government.	~~Agreed.~~ xxx To auction unserviceable and condemned articles of the Department without reference to Government.	Approved.

Nature of powers	Existing limits or extent	Proposed extent of delegation	Decisions of the Sub-Committee	Orders thereon.
1	2	3	4	5
37 State Provident Fund advances.	To sanction not exceeding six months' pay and not exceeding Rs. 600 in the case of all officers.	To sanction advances upto one year's pay and not exceeding Rs. 1,000 in the case of all officers.	Power may be delegated to sanction State provident Fund advances upto one year's pay and not exceeding Rs.1,000 in the case of all officers provided there are no previous outstandings and advance is not sanctioned within period of six months of the previous advance.	Approved.
38. Original Capital works, buildings and other works.	Rs. 2,500 to Rs. 5,000.	Rs. 5,000 to Rs. 10,000.	Powers of sanction of all Heads of Departments regarding Original works such as buildings and works which are to be eventually executed by the P.W.D. may be raised upto Rs. 5,000. (The special enhanced powers given to the Chief Conservator of Forests and other Heads of Departments with regard to capital works which are not to be executed by the P.W.D. are, however, not to be affected.)	Approved.

2. Delegation of powers in the General and Revenue Secretariat :—

1	Decisions of the Sub-Committee. 2	Remarks 3
(a) The due exercise of the powers mentioned in Section VIII of the Government Business Rules by the Secretaries to Government may be insisted on, and lists may be drawn up in each Secretariat, in consultation with the Chief Secretary, of such additional powers regarding disposal of routine business as may be delegated to the Secretaries.	This is taken note of in the new Draft Business Rules.	
(b) Powers of discipline over ministerial and menial staff to Secretaries :— The Secretaries with the concurrence of the Chief Secretary may exercise all the powers of the Chief Secretary in regard to disciplinary action against ministerial and menial staff in the Secretariat.	Powers to be delegated to the Secretaries as under, without concurrence of the Chief Secretary :— Fine up to Rs. 10. Suspension up to one month.	
(c) A number of routine powers now exercised directly by the Chief Secretary, such as, grant of leave, increments, etc., to ministerial and other staff, may be delegated to the Registrar or to such other Officer as may be designated, a list in this behalf being drawn up by the Registrar for separate sanction.	Leave up to six months (combined). Annual increments.	

II. System of work

1. Classification and filing of papers :—

(a) The Head of Office in each case should arrange, in accordance with the procedure prescribed in the Manual of the Department concerned, for a proper classification of papers received for disposal, a precise distinction being drawn between important and urgent papers on the one hand and routine and less important papers on the other.	Existing rules provide for this. May be enforced.	

	Decisions of the Sub-Committee. 2		*Remarks.* ~~xxxxxx~~ Orders thereon.
(*b*) In registering papers, if the number of important and urgent papers warrants it, separate sub-registers may be maintained as an auxiliary to the Personal Register by each case-worker for registering and bringing pointed attention to the more important and urgent papers.	Existing rules provide for this.	May be enforced.	.....
(*c*) A judicious use of the cards like 'Immediate', 'Urgent', 'Early', etc., should be made and they should not be indiscriminately put into files as is being done in several instances. If found desirable, only the classifications 'Emergent', 'Urgent', 'Important' and 'Routine' may be used with appropriate cards in the first three cases.	Do	do	.....
(*d*) The Heads of Departments may insist on a strict observance of existing rules whereby each Head of Office should devote personal attention to the day's tappal and pass final orders then and there whenever possible.	Do	do	.....
(*e*) Heads of Offices and Gazetted Officers generally should have a Personal Register of important papers or of subjects pending with them and should examine the state of pendency from time to time, besides scrutinising office registers as per Circular Orders. They should likewise have a list of reminders received by them so that immediate attention may be paid to the disposal of the original references.	No rules necessary. Those suggestions may be sent to Heads of Departments.		**Action to be taken accordingly.**
(*f*) In all except the smaller offices, papers for orders should be separately put up—if possible in distinctively labelled or coloured trays or receptacles—according to the nature of the paper. (*i.e.*, 'Immediate' or 'Urgent' or 'Routine.')			
(*g*) In filing or recording papers according to rules, a separation may be effected of important from unimportant or routine papers and two sub-files made up for them.			

2. Use of mechanical appliances in office work :—

Heads of Departments may propose the purchase and use of mechanical aids to work in Government Offices, particularly in Accounts and Audit Offices and in Government Industrial Concerns, with a view to reducing the amount of manual work. A restricted number of case-workers may, if they are trained in the use of type-writers, be given small type-writers as in business establishments for putting up notes for orders, etc., in the more important offices.

No rules or delegation necessary. .....

3. Mode of Disposal :—

(a) Every paper or reference coming up for orders should be given a final disposal so that the subject may not have to be dealt with again at a later stage at the same level.

No remarks. Director of Anti-Corruption and Efficiency Audit to take action. .....

(b) Decided and old cases should not be reopened except in case of appeals being entertained by Government or superior Officers under Rules or Statutes.

No remarks. Director of Anti-Corruption and Efficiency Audit to take action. .....

(c) Regarding petitions, acknowledgments should invariably be sent immediately after their receipt, in cases of signed petitions. If immediate disposal is not possible an indication should be given of the period within which a final endorsement may be expected. In case of pseudonymous and anonymous petitions, if the matters brought to notice are serious, due notice should be taken of the contents and further action initiated. In all cases of final disposal of signed petitions, final endorsements should be sent to the parties concerned regarding the manner of disposal.

(*Sample forms appended.)

In view of the extra cost involved on the following items :—

1. Number of forms, Printing and Stationery.
2. Number of hands, registers, etc.
3. Stamp and postage.

it was decided that (1) all endorsements should be in post cards, (2) two-anna postage stamps to be enclosed if endorsement is desired by the petitioner and (3) Secretaries to Government and Heads of all offices receiving petitions should strictly enforce petition rules, particularly regarding stamp rules.

Approved. 13

(d) In the case of petitions presented to Ministers of Government during their tours, they may be handed over with such orders as the concerned Minister may pass in each case on the spot to the seniormost local officer present, with directions to execute the orders passed or to take such action as may be necessary. Only petitions in which matters of policy or decisions at Governmental level are involved need be dealt with in the Secretariat, in which case the Education Secretariat may as hitherto take necessary action. Quarterly statements of the mode of disposal of petitions referred by Ministers on the spot to the local officers may be submitted to Government (in the Education Secretariat) through the Heads of Departments concerned.

These are not considered feasible. Rules regarding petitions have already been laid down, and the same rules should apply to petitions received during tours also. It is neither desirable nor safe to pass orders on the spot, without previous references and reference to local authorities. .....

1	*Decisions of the Sub-Committee.* 2	~~Remarks~~ Orders thereon 3
(*e*) As a rule, petitions to authorities higher than the one competent to dispose of the matters raised therein should be discouraged, and the public should be advised and persuaded to apply to the competent authority in each case for redressal of grievances or grant of specific requests. Circular instructions may be issued in this behalf, drawing attention to existing rules.	Director of Anti-Corruption and Efficiency Audit to take action.	.....
(*f*) Every Head of Office should lay down and follow strictly specific plans not only for the routine work of the office but for the execution of works, schemes, policies, etc., sanctioned by competent authority and for inspections and tours. In this connection, mechanical aids to memory such as special note books, classified files, charts, placards, etc., may be liberally used.	Do do	
(*g*) The time-limit prescribed for the disposal of urgent and immediate papers may be strictly adhered to.	Do do	.....
(*h*) In order to avoid the delay involved in obtaining additional information from subordinate offices more than once, lists of all points on which information is likely to be required may be drawn up in all cases where such lists could be prepared (Darkhasts, Acquisition, etc.) and attached to files, in order to ensure all the particulars required being furnished. A free use of telephones should be made in the cities for obtaining additional items of information.	Each Head of Office and each Secretary to Government should build up stock files relating to all information pertaining to matters dealt with in his Department or branch of work, especially regarding statistical matters, and keep them indexed and ready for references (the various answers to questions table in R.A., L.C., L.A., etc., Taluk Hand Books, Industrial Concerns, Administration Reports, Special Brochures, Hand Books, etc., all these may be utilised).	**Action to be taken accordingly.**
(*i*) Systematic inspections of subordinate offices not only as an annual feature but in the nature of surprise inspections should be made by superior officers with a view to checking the work done in subordinate offices. Inspections of large offices need not necessarily be made at one sitting but may be conducted in instalments, if an intensive examination is contemplated.	No remarks.	.....

(j) Where it is considered that the appointment of one or more stenographers in the place of case-workers is likely to hasten work and also ensure personal attention of the Head of Office to the tappals, references, etc., such appointments may be got sanctioned, especially in the General and Revenue Secretariat.

No remarks.

(k) Periodical meetings of Heads of Departments with Ministers of Government may be arranged with a view to disposing of outstanding and urgent matters, as contemplated in Article 686 of the Manual of General Circulars and Standing Orders, at least once a month.

At the close of every month each Head of Department will prepare and send a list of important pending cases before Government for orders to the Secretary concerned. The latter will also prepare another list of important matters pending with the Head of the Department and similarly send it before the end of the month to the Head of Department. A discussion will then be held as soon as thereafter between the Secretary and the Head of the Department in the first week of the following month. Matters which cannot be settled at such a discussion and which may have to be discussed with the Minister in charge of the portfolio will be listed separately and a meeting will be held before the end of the month with the Minister in charge at which the administrative Secretary, the Head of the Department and such other officers whose presence may be found necessary will also be present.

Approved.

(l) The Heads of major departments concerned may also arrange to meet among themselves once in a month, or as often as may be necessary, in cases in which they have common plans to execute or have to consult one another regarding the execution of sanctioned schemes or works, with a view to ensuring co-operative effort on their part.

No permissive rule necessary.

4. Revision of Departmental and Office Manuals :—

The Heads of Departments should make immediate arrangements for revising and bringing up-to-date the Manuals of their departments and offices, and for compiling them where they are not already in existence. The Manual of General Circulars and Standing Orders may also be revised. Such special staff as may be found absolutely necessary for the purpose in each case may be sanctioned.

This matter should be expedited. The Director of Anti-Corruption and Efficiency Audit will please make out a list of action taken in respect of each Department and indicate the stage at which each of these matters stand.

A general order may be issued sanctioning special staff without reference to C.R.B. rules, the staff being entertained for the necessary period.

Action to be taken accordingly.

1	*Decisions of the Sub-Commitee.* 2	Remarks. 3 Orders thereon.
5. Improvement in Office Procedure :—		
(*a*) The Efficiency Audit Branch will during its inspections and audits suggest not only the modes of improvement in particular aspects of work in the offices inspected or audited, but generally method of improving the system of work in each department.	Director of Anti-Corruption and Efficiency Audit to take action.	.....
(*b*) A special study of the mode of work in other Government offices and of the latest improvements effected in Public Administration and Office Organisation may be made by a suitable agency (the Efficiency Audit Branch for example), if necessary by the deputation of suitable personnel abroad.	Not necessary.	.....
6. Contact with the public :— With a view to enabling the public to know the scope and nature of Governmental activities and with a view to enlisting their co-operation, full and exhaustive Press Notes may be issued through the Publicity Officer when final orders are received regarding the execution of schemes, works, policies, etc.	The Principal Information Officer is attending to this branch of work. How best to prove publicity may be further examined by the Principal Information Officer and proposals submitted to Government.	Action to be taken accordingly.

III. Personnel

1. Institution of training classes and examinations for officials :		
(*a*) Training should be imparted to every recruit as soon as he gets into the Public Service Commissioner's list and before he is actually posted for work in the Department.	Training should be given to every applicant who may or may not be in the Public Service Commissioner's list already.	
(*b*) The Public Service Commissioner or such other authority as may be designated may be required to arrange for these training classes and prescribe the places and the peiods of the year in which they are to be conducted.	The Public Service Commissioner cannot do this. Director of Anti-Corruption and Efficiency Audit may have to do this. A condition may be laid down in the Public Service Commission rules that there need be no objection to enter the names of candidates in the lists, but they should not be appointed unless they get a certificate from the Institute of training to be established.	#

(c) In regard to major departments like Revenue, Forest, etc., these classes and the examinations at the end of each period of training may be held in all District Headquarters. In regard to other departments they may be held at Mysore or Bangalore or such other place as may be fixed.	This may be started in Bangalore only for the time being and should apply to entrants to all offices of Heads of Departments and Secretariat in Bangalore. (Certificates should be insisted upon only in regard to such).	**The Scheme as approved by the Committee and appended hereto as Annexure II is approved.**
(d) The subjects prescribed for training and examination may be :— (i) Précis-writing and Drafting. (ii) General Rules of Office Procedure. (iii) Simple Government Accounts. (iv) Special items of work pertaining to the departments concerned. (v) Practical instruction in the above subjects.	Agreed. Other subjects, if necessary may be added.	
(e) The period of training may be fixed at 3 months, it being extended if necessary in special cases. Classes may be held from 4 to 6 P.M. on every working day by trained officials or officers of the departments concerned.	Six months. Timings may be 11 A.M. to 5 P.M.	
(f) An examination may be held at the end of each session with a view to testing the capacity for work of the candidates and certificates being issued.	Agreed.	
(g) Suitable monthly remuneration may be paid to the personnel handling these classes or suitable honoraria may be paid at the end of each term or session to them.	Agreed. Fees for trainees to be levied.	
(h) An undertaking should be obtained in a suitable form from each recruit before he is admitted into the training class that he would serve the department for a specific period, say not less than 2 years.	Not necessary.	

1	*Decisions of the Sub-Committee.* 2	*Remarks.* ~~xxxxxxx~~ Orders thereon.
2. Requirements of staff :—		
(*a*) Recruitment.—The Public Service Commissioner may arrange to make recruits available in accordance with requirements and see that vacancies are promptly filled up so that the full complement is working in each office as far as possible. To enable him to do this, the following additional powers may be delegated to him :—	Director of Anti-Corruption and Efficiency Audit.	.....
(i) Power to exempt candidates from possessing knowledge of Kannada, subject to certain conditions ;	Not possible. On the other hand Kannada should be compulsory and it may be necessary to prescribe Hindi as a language in which a working knowledge would be compulsory.	.....
(ii) Power to lower the minimum qualifications in respect of non-technical appointments like those of mutchis, etc ;	There should be no lowering of existing qualifications. The considered opinion of this Committee is that the general standard of education and capacity is so low, that there may be need to upgrade the minimum qualifications, if efficiency is seriously desired.	.....
(iii) Power to consider applications of candidates, not more than 30 years old in the case of Brahmins and not more than 33 years of age in the case of others ;	Public Service Commissioner.	.....
(iv) Power to approve the appointment of qualified Brahmin candidates in special vacancies purely as an interim measure for periods not exceeding six months if Backward Community candidates are not available ; and	Do do	.....
(v) Power to approve the appointment of non-Mysorean candidates, especially Backward Community candidates, temporarily and in exceptional cases, subject to ratification by Government.	Do do	.....
(*b*) Strength.—Arrangements may be made to augment the strength of staff in each office progressively in proportion to the number of references received and dealt with, subject to a scale to be prescribed in the case of each office or department.	Not considered necessary. Each case will be decided on merits.	.....

(c) Appointment of Leave Reserves.—A leave reserve upto 12½ per cent of the normal strength of each office or unit may be sanctioned in each department with a view to enabling the Heads of offices to fill up casual vacancies and to arrange for emergent work. These appointments may be made under Recruitment Rules. A certain proportion of the leave reserve in each case may consist of typists in offices where their services are needed.	This will apply only to cases of large establishments in Bangalore like General and Revenue Secretariat.	
(d) Transfer of ministerial and other staff.—With a view to enabling the staff of the superior offices to gain first hand knowledge of the nature of work in the subordinate offices and *vice versa*, transfers may be arranged wherever feasible of staff from and into superior offices (including the Secretariat) respectively to and from subordinate offices.	Very necessary. Rules may be drafted for these exchanges. Where the grades do not allow transfers, the officials may be deputed to work on "Doing duty system," on their own pay, without claims for any deputation allowances, etc. This may be done for a period of six to twelve months in each case.	**Action may be taken accordingly.**
4. Introduction of human incentives to promote efficiency:—		
(a) Promotions and increments of a special character in case of any extraordinary ability, energy or industry may be recommended or sanctioned by competent authority.	May be considered in each case on merits.	**Approved.**
(b) Canteens and Refreshment Rooms may be started for the benefit of officials at places close to the offices concerned and at prescribed hours of the day.	May be considered wherever necessary or possible.	**Approved.**
(c) The construction of quarters for officials, especially in as many mofussil places as possible, may be considered.	Do do	**Approved.**

1	*Decisions of the Sub-Committee.* 2	*Remarks.* ~~Appr~~ Orders thereon
Sample forms of endorsement (*see* page 9):		
A		
No..... .. Office of...		
To		
DEAR SIR, / MADAM, *Subject* :— I write to acknowledge the receipt of your petition / letter / representation on the above subject and to say that the matter is receiving attention. You may expect to hear again in the matter in about ..... Yours faithfully, ...	Approved. Post cards to be used.	Approved. (see item 3(c)

B1

No..... Office of.....

.....

To

....

.....

DEAR SIR,
MADAM,

Subject:—

With reference to your $\frac{\text{representation}}{\text{petition}}$ / letter *re*: the above, received in this office, I write to say that it has been forwarded to ..... for necessary action and that you may kindly address that officer in the matter in future/it is very much regretted that the request cannot be complied with as.....

Yours faithfully,

.....

Approved. Post cards to be used.

Approved.
(see item 3 (c)

B2

No..... Office of..... .....

.....
.....

To

... .

....

DEAR SIR,
MADAM,

Subject :—

I am in receipt of your $\frac{\text{petition}}{\text{letter}}$ / representation on the above and am returning it herewith for the reasons indicated below.

Yours faithfully,

.....

---

1. The petition is not duly stamped.
2. The petition refers to more than one subject. Separate petitions may be presented *re :* the various subjects.
3. The petition should be presented in the first instance to the lowest competent authority, *viz.*, ... and to the next superior authority, if there is still no redressal of legitimate grievances.
4. .....
5. .....
6. ....

Mayxxxx Approved. Post cards to be used.

Approved.
(see item 3(c)

C

No..... Office of.....

....

To

....

....

DEAR SIR,
MADAM,

Subject :—

In continuation of my letter No..... dated..... acknowledging the receipt of your $\frac{\text{representation}}{\text{letter}}$ / petition on the above, I write to state that after due consideration of the matter..... ....

Yours faithfully,

.....
.....

Approved. Post cards to be used.

Approved.
(vide item 3(c)

2. Delegation of powers in the General and Revenue Secretariat :—

	Decisions of the Sub-Committee.	Orders thereon.
1	2	3
(*a*) The due exercise of the powers mentioned in Section VIII of the Government Business Rules by the Secretaries to Government may be insisted on, and lists may be drawn up in each Secretariat, in consultation with the Chief Secretary, of such additional powers regarding disposal of routine business as may be delegated to the Secretaries.	This is taken note of in the new Draft Business Rules.	.....
(*b*) Powers of discipline over ministerial and menial staff to Secretaries : – The Secretaries with the concurrence of the Chief Secretary may exercise all the powers of the Chief Secretary in regard to disciplinary action against ministerial and menial staff in the Secretariat.	Powers to be delegated to the Secretaries as under, without concurrence of the Chief Secretary :— Fine up to Rs. 10. Suspension up to one month.	Approved.
(*c*) A number of routine powers now exercised directly by the Chief Secretary, such as, grant of leave, increments, etc., to ministerial and other staff, may be delegated to the Registrar or to such other Officer as may be designated, a list in this behalf being drawn up by the Registrar for separate sanction.	Leave up to six months (combined). Annual increments.	Approved.

II. System of work

1. Classification and filing of papers :—

(*a*) The Head of Office in each case should arrange, in accordance with the procedure prescribed in the Manual of the Department concerned, for a proper classification of papers received for disposal, a precise distinction being drawn between important and urgent papers on the one hand and routine and less important papers on the other.	~~Existing rules provide for this. May be enforced.~~

	Decisions of the Sub-Committee.	*Remarks.*
	2	3
(*b*) In registering papers, if the number of important and urgent papers warrants it, separate sub-registers may be maintained as an auxiliary to the Personal Register by each case-worker for registering and bringing pointed attention to the more important and urgent papers.	Existing rules provide for this.	May be enforced.
(*c*) A judicious use of the cards like 'Immediate', 'Urgent', 'Early', etc., should be made and they should not be indiscriminately put into files as is being done in several instances. If found desirable, only the classifications 'Emergent', 'Urgent', 'Important' and 'Routine' may be used with appropriate cards in the first three cases.	Do	do
(*d*) The Heads of Departments may insist on a strict observance of existing rules whereby each Head of Office should devote personal attention to the day's tappal and pass final orders then and there whenever possible.	Do	do
(*e*) Heads of Offices and Gazetted Officers generally should have a Personal Register of important papers or of subjects pending with them and should examine the state of pendency from time to time, besides scrutinising office registers as per Circular Orders. They should likewise have a list of reminders received by them so that immediate attention may be paid to the disposal of the original references.	No rules necessary. These suggestions may be sent to Heads of Departments.	
(*f*) In all except the smaller offices, papers for orders should be separately put up—if possible in distinctively labelled or coloured trays or receptacles—according to the nature of the paper. (*i.e.*, 'Immediate' or 'Urgent' or 'Routine.')		
(*g*) In filing or recording papers according to rules, a separation may be effected of important from unimportant or routine papers and two sub-files made up for them.		

Delegation of powers sought for by the Revenue Commissioner.

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation 4	Decisions of the Sub-Committee 5	Remarks ~~xxxxx~~ Orders thereon 6
1	Misappropriation by Village Officers.	No powers at present ...	To empower the Revenue Commissioner to remit irrecoverable amounts up to a limit of Rs. 100 in cases of misappropriation of Government money by Village Officers and where Departmental punishment is meted out, and *hak* forfeited and Rs. 500 where conviction is obtained.	May be agreed to ...	Approved.
2	Conversion of dry lands into wet.	Deputy Commissioners have no powers at present.	To empower the Deputy Commissioners to sanction conversion of dry lands into wet permanently under Rule 33 to Section 53 of the Land Revenue Code, in consultation with the Public Works Department and subject to other conditions specified in the Rule. (The Revenue Commissioner has this power).	May be delegated to Deputy Commissioners.	Approved.
3	Cancellation of Inam Tenures.	No powers at present ...	To empower the Deputy Commissioner to cancel the Inam tenure of Artisan, Miscellaneous and Miscellaneous Service Inams, in consultation with the Superintendent of Land Records. (The Revenue Commissioner has powers at present).	Deputy Commissioners to be empowered.	Approved.
4	Minimum area in respect of survey numbers.	No powers at present ...	To empower the Deputy Commissioners to constitute lands falling below a certain minimum into separate survey numbers, in all cases of grant of land.	Powers may be delegated to the D.Cs. to constitute lands falling below a certain minimum into separate survey numbers in all cases of grant of land in consultation with the Superintendent, Revenue Surveys.	Approved.
5	Distribution of grants for construction and repairs of Muzrai Institutions.	Do ..	To empower the Muzrai Commissioner to sanction grants for the construction and repairs of Muzrai Institutions up to Rs. 2,000 in each case, out of the budget allotment made for the purpose.	May be delegated ...	Approved.
6	Sanction of Estimates for tank maintenance work.	Up to a limit of Rs. 1,000 (by Dy. Commrs.)	To empower the Deputy Commissioners to sanction estimates up to Rs. 2,000.	Approved ...	Approved.
7	Do ...	Up to a limit of Rs. 2,000... (by Rev. Commr.)	To empower the Revenue Commissioner to sanction estimates up to Rs. 5,000.	Do ...	Approved.
8	Refunds ...	Three years' time limit ...	To empower the Deputy Commissioners to order refunds finally of all sums, when it is clear that Government is not entitled to the amounts, up to Rs. 500 without any restriction about the period.	Powers may be delegated to the D.Cs. to order refunds finally of all sums, when it is clear that Govt. is not entitled to the amounts, upto Rs. 500 if the refund application is tendered within a period of 3 years.	Approved.
9	Waiving penal interest.	No powers at present ...	To empower the Revenue Commissioner to write off penal interest, up to a limit of Rs. 250.	[illegible] empowered to write off penal interest up to Rs. 250 if principal and interest are paid in full.	Approved.

Delegation of powers sought for by the Excise Commissioner in Mysore.

Serial No.	Nature of powers	Existing limits or extent	Proposed extent of delegation	Decisions of the Sub-Committee	Remarks ~~xxxxxx~~ Orders thereon.
1	2	3	4	5	6
1	Rewards in Excise cases.	The Excise Commissioner and the Deputy Commissioners are empowered under the Mysore Excise Manual, Vol. I, Para 202, to grant rewards up to a limit of Rs. 100 and Rs. 25, respectively.	To enhance the powers to grant rewards under Clause (1) of Rs. 250 by the Excise Commissioner and Rs. 50 by the Deputy Commissioners and, under Clause (2) of Rs. 100 in the aggregate by the Excise Commissioner and Rs. 50 by the Deputy Commissioners.	May be approved ...	... Approved.

Powers sought for by the Commissioner of Stamps in Mysore.

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation 4	Decisions of the Sub-Committee 5	Remarks ~~xxxxxx~~ Orders thereon. 6
1	Write off of irrecoverable arrears of Stamp Revenue.	To write off irrecoverable stamp revenue up to a limit of Rs. 100.	To empower the Commissioner of Stamps to sanction such remission without limit.	Commissioner of Stamps to be empowered to write off Institution fees, without limit, after all investigations are made. Half-yearly statements to be sent to Government.	... Approved.
2	Refunds and renewals in respect of Court Fee Stamps.	No powers at present ...	To empower the Commissioner to allow refunds, in the case of Court Fee Stamps, when application is made within one year from the date of purchase of the stamps or labels and also in the case of impressed Court Fee Stamps, within one year from the date on which the stamps were spoiled or rendered useless, subject to the condition that such application should be sent through the Deputy Commissioners concerned.	May be agreed to. (Half-yearly statements ~~necessary~~) ~~xxxxxx~~ to be sent to Government)	... Approved.
3	Purchase of Water-marked papers required for printing stamps.	Do	To empower the Commissioner to purchase the required paper either from Messrs. John Dickenson & Co., Ltd., London through the Trade Commissioner or from the Mysore Paper Mills at the rates approved by the S.P.C. within the Budget allotment.	Powers may be delegated to purchase the required paper either from Messrs. John Dickson & Co., Ltd., London, through the Trade Commissioner or from the Mysore Paper Mills at the rates approved by the S.P.C., upto a limit of Rs.30,000 at a time within the Budget allotment. ~~Rs. 30,000 at a time.~~	Approved.
4	Purchase of Machinery, dies and inks.	Do	To empower the Commissioner to purchase these articles as and when needed subject to a limit of Rs. 2,000 during a year provided there is sufficient provision in the sanctioned budget.	~~Approved upto Rs. 250 each time subject to budget allotment.~~ Power may be delegated to purchase machinery, dies and inks as and when needed upto a limit of Rs.250 each time subject to budget allotment.	... Approved.

Delegation of powers sought for by the Director of Food Supplies.

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation 4	Decisions of the Sub-Committee 5	~~Remarks~~ Orders thereon 6
				powers may be delegated:-	
1	Destruction of food-grains unfit for human consumption.	Up to a limit of Rs. 25 per mensem.	To raise the limit from Rs. 25 per mensem to Rs. 100 in each case, the annual limit being increased to Rs. 1,000.	To order destruction of foodgrains unfit for human consumption upto Rs.100 in each case, quarterly statements being sent to Government.	Approved
2	Godown rent ...	To sanction rent up to Rs. 100.	To raise the limit to Rs. 200 ...	To sanction Godown rent upto Rs.200 in cities and Rs.100 in other places subject to fixing of rent by local Rent Controller or Deputy Commrs.	Approved.
3	Write off of shortages in food-grains.	To write off the value of shortages due to cleaning food-grains up to a limit of Rs. 200 in each case and Rs. 2,000 a year.	To raise the limit to Rs. 250 in each case, and Rs. 5,000 a year.	May be accepted, subject to suitable safeguards being devised.	Approved. Suitable safeguards may be devised by the Director and submitted to Govt.
4	Issue of permit for export of food-grains outside the State.	No powers at present ...	To empower the D.F.S. to issue permits for export of food-grains outside the State up to one palla in each case.	The D.F.S. may be empowered to grant rations up to 10 seers in each case, irrespective of number of party, against their ration cards.	... Approved.
5	Appointment of Temporary Labour.	Period: Up to 4 months at a time. Wages: Up to Rs. 15 per month. Annual limit: Rs. 500.	To raise the wage to Rs. 18 and the annual limit to Rs. 1,000.	~~Agreed to~~ To appoint temporary labour upto 4 months at a time and not exceeding Rs18/- per month within an annual limit of Rs.1,000/-.	... Approved.

Delegation of Powers sought for by the Director of Agriculture in Mysore, Bangalore.

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation 4	Decisions of the Sub-Committee 5	~~Remarks~~ Orders thereon. 6	
1	Hire charges to the lorries engaged for transport purposes.	Power to engage lorries for transport of materials when necessary, subject to the condition that the limit of the hire does not exceed Rs. 25.	Rs. 50	Lorry rates may be fixed up as in the case of cart rates (*vide* recommendation already made in respect of general powers). Powers given to D.F.S. in this behalf may be delegated to all Heads of Departments.	.....	Approved
2	Entertainment of Work Establishment.	Power to entertain Work Establishment subject to condition that the maximum wages for unskilled men are fixed at Rs. 15 per mensem and those for skilled men at Rs. 30 per mensem.	Rs. 50 ...	~~Agreed to Rs. 18 per mensem as suggested to unskilled men.~~ Power may be delegated to entertain Work Establishment subject to condition that the maximum wages for unskilled men are fixed at Rs.18 p.m. & those for skilled men at Rs.30 p.m.	.....	Approved.
3	Scavenging charges ...	To sanction scavenging charges up to Rs. 2 per mensem in each case.	Rs. 5 ...	Agreed ...	.....	Approved.
4	Supply of seeds and manure free of cost to raiyats.	To sanction free supply of manure to the raiyats free of cost up to the maximum limit of Rs. 800 per year and not exceeding Rs. 15 in each individual case.	Rs. 25	Agreed ...	.....	Approved.
5	District Board Exhibitions.	To allow at his discretion his department to take part in the District Board Exhibitions subject to the expenditure in each case being limited to Rs. 100, the cost being met from the allotments of the Agricultural Department.	Rs. 250 ...	~~May be raised to Rs. 200~~ Power may be delegated to incur an expenditure upto Rs.250 in connection with District Board Exhibitions.	.....	Approved
6	Purchase of plants and seedlings.	To purchase plants and seedlings for sale or demonstration and experimental purposes up to Rs. 100 in each case.	Rs. 250 ...	~~Agreed~~ Power may be delegated to purchase plants & seedlings for sale or demonstration & experimental purposes upto Rs.20/-.		Approved
7	Grant of bonus to discharged and deceased labourers.	To grant bonus to discharged and deceased labourers of the Farms of the Department up to a maximum of Rs. 50 per individual provided that such labourers have put in a minimum period of eight years' service at the time of discharge and the bonus to be granted does not exceed half a month's wages for every year of completed service.	"Rs. 50" may be altered to Rs. 100.	~~Agreed~~ Powers may be delegated to grant bonus to discharged & deceased labourers of the Farms of the Dept. upto a maximum of Rs.100 per individual provided that such labourers have put in a minimum period of 8 years's service at the time of discharge and the bonus to be granted does not exceed half a month's wages for every year of completed service.		Approved
8	Write off of shortages in fertilisers.	Power to write off shortages in fertilisers kept for sale or for use on the Farms up to a limit of Rs. 100.	Rs. 150 ...	Agreed ...	.....	Approved
9	Write off of shortages in farm produce.	Power to write off shortages in farm produce up to a limit of Rs. 100 in each case giving brief reasons for such write off and a half-yearly return of such written off amounts being submitted for the information of Government.	Rs. 150 ...	Agreed ...	.....	Approved

Delegation of powers sought for by the Commissioner for Food Production in Mysore, Bangalore.

Serial No.	Nature of powers	Existing limits or extent	Proposed extent of delegation	Decisions of the Sub-Committee	Remarks ~~xxxxxx~~ Orders thereon.
1	2	3	4	5	
1	General Powers ...	All the powers now delegated to the Director of Agriculture may be vested in the Commissioner for Food Production also, so far as Agricultural matters are concerned. (Appendix XXII, M.C.A.C., Vol. I.)		~~Agreed to~~ May be ...	... Approved.
2	Purchase of agricultural implements (appliances).	...	Purchase of agricultural implements without previous sanction of Government up to Rs. 2,000.	Standing indents with approved contractors may be placed and requirements may be foreseen and indents made. Stock laid in as is done in other Departments.	... Action to be taken accordingly.
3	Purchase of petty machinery.	(Rs. 250)	Purchase of petty machinery. The present limit of Rs. 250 may be raised to Rs. 1,000.	May be enhanced to Rs. 500 ~~xxxxxxxxxxxxxxxxxxxx~~ Power may be delegated to purchase machinery upto Rs. 500/-.	... Approved.
4	Original Works to machinery.	...	Original works up to Rs. 3,000 and repairs up to Rs. 2,000.	The Engineer may be delegated with usual powers.	... Action to be taken accordingly.
5	Rewards to agriculturists for evincing interest in Grow More Food Campaign.	...	Power to grant rewards to agriculturists who evince interest in Grow More Food Campaign.	Certificates may be issued to agriculturists for evincing interest in Grow More Food Campaign.	... Approved.

Additional powers suggested by the Secretariat to be delegated to the Senior Surgeon.

Additional powers suggested 1	Decisions of the Sub-Committee 2	~~Remarks~~ Orders thereon 3
1. *Opening of Local Fund Dispensaries.*—		
The Senior Surgeon may draw up a programme of opening Local Fund Dispensaries, arranged according to the necessity and urgency and based on the availability of accommodation for the dispensary and the staff and get the programme approved. He may also be empowered to sanction the opening of any dispensary within that programme provided the requisite conditions are fulfilled and the cost could be met out of the provision made for the purpose.	A priority list may be drawn up as suggested. But cases of sanction to open any dispensary should come up to Government each time as it depends on the financial position at that time.	Action to be taken accordingly.
2. *Construction of buildings for Local Fund Dispensaries.*—		
He may draw up a programme of constructing buildings for each year and get the programme approved. Then within that programme, he may countersign estimates and take action for their construction in consultation with the Chief Engineer.	A priority list may be drawn up as suggested. But cases of sanction to construct any dispensary building should come up to Government each time as it depends on the financial positions at that time.	Action to be taken accordingly.
3. *Transfer of Assistant Surgeons.*—		
To empower the Senior Surgeon to effect transfers of all Assistant Surgeons, I Class, Gazetted, subject to the conditions that such transfers should not be made within 3 years. In special cases where transfers within 3 years is considered necessary he may obtain previous approval of Government before notifying the transfers. (The Director of Public Instruction is now exercising this power in respect of Head Masters and District Educational Officers.)	This is a general suggestion. The Committee is of opinion that in the case of Gazetted Officers like Assistant Surgeons, Assistant Commissioners, etc., transfers may be effected either on the initiative of the Heads of Departments or in consultation with the Head of Department.	... Approved.
4. *Purchase of Europe and Country Medicines.*—		
To incur expenditure on the purchase of Europe and Country medicines, to the limit of Budget grant. (Annual indents).	In view of the vital importance of medical supplies, the Committee recommends the following procedure :— That as soon as the annual Budget is ready, the Senior Surgeon shall meet the Minister or Ministers concerned with the indent and the Secretary, Stores Purchase Committee, secure the consent of the Minister and get the orders issued immediately.	... Action to be taken accordingly.

Additional powers suggested by the Secretariat to be delegated to the Senior Surgeon.—*Concld.*

Existing powers 1	Decisions of the Sub-Committee 2	Orders thereon 3
	The Departmental Head should prepare and send the indent by the end of April, the Stores Purchase Committee shall not delay beyond May in sending up to Government and the Government shall pass orders by end of June. In preparing indents much delay is caused by the adoption of the present system of calling for the requirements from each dispensary every year and compilation of all these. This is absolutely unnecessary. The Senior Surgeon may base his requirements on the current year's or last three years' average with an addition of 15 per cent extra for probable increase in the requirements and existing prices and send up his indent. This recommendation may be confined to the Medical, Public Health, Agriculture and Animal Husbandry Departments for the purchase of European and Indian medical supplies, spraying chemicals, and other emergent purchases.	
5. To empower the Senior Surgeon and the Director of Public Health to purchase chemicals, drugs and instruments up to Rs. 10,000 in each case.	Agreed	Approved.

Delegation of Powers sought for by the Director of Animal Husbandry in Mysore.

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation	Decisions of the Sub-Committee 5	~~Remarks~~ Orders thereon. 6
1	Purchase and subscribe for books, journals, etc.	To sanction subscription to journals and periodicals.	To purchase and subscribe for books, journals and periodicals required for reference.	For Scientific Departments special orders of Government to be obtained after sending a list of standard periodicals and getting them approved.	Action to be taken accordingly.
2	Purchase of Hospital necessaries, Drugs and Chemicals, etc.	No powers at present.	To purchase up to Rs. 500 in each case, Hospital necessaries, Drugs and Chemicals not procurable at the Government Medical Stores or I.T.L. and also instruments not procurable from Government Medical Stores.	(*Vide* recommendation (item 4) in respect of Medical Department).	
3	Purchase of Agricultural implements, etc.	Do ...	To purchase Agricultural implements and machinery (Mowers, chaff cutters, ploughs, etc., with spare parts) up to Rs. 1,000 in each case without previous sanction of Government subject to Budget provision.	Standing indents with approved contractors may be placed and requirements may be foreseen and indents made. Stocks laid in, as is done in other Departments.	Action to be taken accordingly.
4	To take part in the District Board Exhibition and other Exhibitions.	Do ...	To allow at his discretion his Department to take part in the District Board Exhibition and other Exhibitions subject to the expenditure for each section of the Department being limited to Rs. 100 under the Departmental Budget.	May be raised to Rs. 200 as under Director of Agriculture.	Approved.
5	Sanction of advances.	Do ...	To sanction advances up to Rs. 100 to Non-Gazetted Officers deputed outside the State towards tour expenses to be recovered from their T.A. Bill.	*Vide* Article 165 (*b*) (1) and (2), M.C.A.C., Vol. I.	
6	Grant of Bonus to discharged and deceased labourers.	Do ...	To grant bonus to discharged and deceased labourers of the Live-Stock Farms of the Department up to a maximum of Rs. 100 per individual provided that such labourers have put in a minimum period of 8 years service at the time of discharge and the bonus to be granted does not exceed half a month's wages for every year of completed service.	Agreed	Approved.

Delegation of powers sought for by the Director of Animal Husbandry in Mysore.—*Concld.*

Serial No.	Nature of powers	Existing limits or extent	Proposed extent of delegation	Decisions of the Sub-Committee	Orders thereon.
1	2	3	4		6
7	Purchase of Live-stock including breeding bulls and ponies.	No powers at present ...	To purchase Live-stock and feed them for experimental purposes.	Powers may be delegated:- To purchase Live-stock and feed them for experimental purpose Up to Rs. 1,000 per annum subject to Budget provision.	... Approved.
8	Purchase of Fish fingerlings.	Do ...	To purchase fish fingerlings for purposes of stocking in tanks, rivers and wells up to Rs. 500 subject to budget provision.	Agreed. (Not in each case) ...	... Approved.
9	Employment of temporary and casual labour.	Do ...	To employ temporary casual labour at Rs. 30 a month (exclusive of D.A.) and Rs. 1-8-0 a day, respectively.	To employ tempy.casual labout at Rs. 50 per mensem for skilled and Rs. 18 per mensem for unskilled men.	... Approved.
10	Hire of lorries for departmental transport.	... ...	To hire lorries for transporting departmental materials and equipment up to a limit of Rs. 100 in each case.	Lorry rates may be fixed up as in the case of cart rates (*vide* recommendations already made in the general list). Powers given to D.F.S. in this behalf may be delegated to all Heads of Departments.	... Approved.
11	Destruction of cast horses.	... ...	To permit destruction of cast horses in Kunigal and Hesserghatta Stud Farms for reasons of old age, incurable diseases, accidents and economy and to write off from the stock registers the deaths among live-stock including horses of the Departmental farms and breeding stations without reference to Government.	The practice in the Military Department may be followed here also.	... Action to be taken accordingly
12	Write off of irrecoverable amounts of arrears of revenue, etc.	... ...	To authorise the write off of irrecoverable arrears of revenue, interest and fines of the Amrit Mahal and other sections under his control up to a limit of Rs. 50 in each case and subject to an annual limit of Rs. 500.	Power may be delegated to authorise write off of irrecoverable arrears of revenue, interest & fines of the Amrit Mahal & other sections under his control upto a limit of Rs.25 in each case and subject to an annual limit of Rs.200 per annum.	Approved.
13	Write off of shortages in feed and expendable stores.	... ...	To write off shortages in feed and expendable stores up to 2 per cent in each case and to submit a half yearly statement to Government.	Power may be delegated to write off shortages in feed and expendable stores upto Rs.150; half yearly statements being submitted to Government.	Approved.
14	Write off of shortages in farm produce.	... ...	To write off shortages in farm produce up to a limit of Rs. 100 in each case giving brief reasons for such write off and to submit half-yearly returns of amounts so written off for the information of Government.	Power may be delegated to write off shortages in farm produce upto a limit of Rs.150. Half-yearly statement to be submitted to Government.	Approved.

Financial powers sought for by the Director of Industries and Commerce in regard to Departmental Administration.

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation 4	Decisions of the Sub-Committee	~~Remarks~~ Orders thereon 6
1	Bonus to retired workmen and menials of the Industrial Concerns.	To sanction bonus to discharged workmen and menials of Industrial Concerns up to a maximum of Rs. 150 in individual cases, provided that such men have put in not less than eight years service at the time of discharge and the bonus to be granted does not exceed half a month's pay for every year of completed service, the expenditure being met by the respective Industrial Concerns.	No money limit necessary as P.F. or bonus will be paid according to the rules prescribed by the Government.	Agreed (**"upto a maximum of Rs.150" to be omitted**).	**Approved.**
2	Loss of Stores, etc., on account of unusual causes : Write off of.	To sanction write off of the losses on account of fire, theft or other unusual causes up to Rs. 25 in each case and those exceeding Rs. 25 being reported to Government. In other cases no report need be made to Government unless the value of stores lost or written off is Rs. 250 or above.	To sanction write off of losses up to Rs. 50 in individual cases and Rs. 500 in a year.	May be approved. Quarterly statements may be sent to Government.)	**Approved.**
3	Loans of services of the officers of the Department.	To authorise the loan of the services of officials of the Department to private industrialists up to a limit of one year (all officers of the Foreman class drawing below Rs. 100 per mensem or less) under certain conditions, and to levy contribution at one-ninth of the pay on account of leave allowances and a sum equal to the P.F. contribution for the loan of officials.	To lend the services of officers drawing salary up to Rs. 200 per month.	Agreed. Subject to usual rules of Leave, Pension and Provident Fund contributions.	**Approved.**
4	Stock-taking at the Chamarajendra Technical Institute, Mysore and the Arts and Crafts Depot.	To order suitable arrangements for annual stock-taking at the Chamarajendra Technical Institute, Mysore and the Arts and Crafts Depot, Bangalore (by deputing a Superintendent of Industrial School or one of the Assistant Superintendents of Industries and appointing a substitute) at an extra cost not exceeding Rs. 400.	Also to sanction deputation for exhibitions and to incur extra costs during the deputation of Superintendent and Instructors of Industrial Schools and other staff for Exhibitions for a period not exceeding one month.	~~May be amended to total expenditure not to exceed Rs. 400 per annum~~ **Power may be delegated to sanction deputation for exhibitions and to incur extra cost during the deputation of Superintendent and Instructors of Industrial Schools and other staff for Exhibitions for a period not exceeding one month and to incur a total expenditure not exceeding Rs.400 per annum.**	**Approved.**

Financial powers sought for by the Director of Industries and Commerce in regard to Departmental Administration.—*Concld.*

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation 4	Decisions of the Sub-Committee 5	Orders thereon. 6
5	Travelling Allowance...	To sanction journeys outside the State in the case of all Non-Gazetted Officers.	To sanction journeys of both Gazetted and Non-Gazetted Officers outside the State. The Head of the Department may make such journey himself.	In case of Gazetted Officers, Heads of Departments may be authorised to sanction journeys in consultation with Secretaries to Government in emergent cases. [redacted] and this does not apply to Heads of Depts.	... Approved.
6	Write off of irrecoverable arrears of Industrial Loans.	To sanction the write off of irrecoverable arrears of industrial loans up to Rs. 25 in each case in really deserving cases, provided by doing so, the loan account is finally closed; the Director will submit to Government for review and orders a statement of such write off, the amounts will be adjusted by the Comptroller and the loan accounts finally closed.	To authorise write off of irrecoverable arrears of industrial loans up to Rs. 50 in each case.	Agreed ...	Approved.
7	Deputations ...	(1) To depute the establishment of the Central Industrial Workshop when convenient to render advice and help to other Departments and the public, and prepare estimates for repair and improvement of machinery, the travelling allowances of the staff so deputed being borne by the private parties or the Departments concerned. (2) To depute the officer in charge of the Soap Factory to inspect the working of Agencies carrying on business outside the State, for the sale of soaps, once a year if considered necessary.	To sanction deputation of all Non-Gazetted staff within and outside the State for a period not exceeding one month and also to sanction a deputation allowance of 10 per cent wherever necessary.	Agreed, subject to the condition that T. A. to and fro, and Deputation Allowance of 10 per cent, being recovered.	... Approved.
8	Legal action	Empowered under Order 27, Rule 1 of Civil Procedure Code, to sign and verify plaints and to act as the recognised agent of Government.	To sanction the institution of legal proceedings against the debtors to the Industrial Concerns and to the Department where the amount due does not exceed Rs. 1,000 and also to incur necessary expenditure for carrying on the litigation.	[redacted] Power may be delegated to sanction institution of legal proceedings against the debtors to the Industrial concerns and to the Department in all cases after taking legal advice.	... Approved.

Powers sought for by the Director of Industries and Commerce in regard to the administration of Industrial Concerns in his charge, *viz.*, Government Electric Factory and Government Porcelain Factory only.

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation 4	Decisions of the Sub-Committee 5	~~Remarks~~ Orders thereon. 6
1	Retiring Bonus to retired workmen, or to the heirs of the deceased workmen of the concern.	.....	To authorise payment of retiring bonus or gratuity as provided for in the W.S.R.	Agreed	Approved.
2	Building works ...	(Board has powers upto Rs. 15,000). Director of Industries and Commerce has no powers.	All building works above Rs. 10,000 should be entrusted to the Public Works Department. Minor works costing less than Rs. 10,000 may be carried out under Departmental agency, *i.e.*, the Engineering staff.	May be agreed to. Powers of sanction of works costing Rs. 10,000 and less to be given to Director of Industries and Commerce and also powers to get them executed subject to P.W.D. codal rules.	Approved.
3	Capital or Minor Capital expenditure other than building works.	.....	To authorise capital expenditure within budget provision up to a limit of Rs. 2,500 in each case or to authorise minor capital expenditure up to the same limit to be met from revenue funds.	Agreed, ~~with the proviso that these items should be met out of revenues as far as possible~~ provided the expenditure could be met out of revenues.	Approved.
4	Repairs to buildings ...	.....	To sanction repairs to buildings up to Rs. 1,500.	Power may be delegated to sanction repairs to buildings upto Rs.1500 and not exceeding one per cent of capital cost, the expenditure being met out of revenue.	Approved.
5	Changing name ...	.....	To dispose of application for changing the names of employees provided their appoinments are within the powers of sanction of the Director.	Agreed ...	Approved.
6	Deputations ...	.....	To depute the General Manager and Superintendents to inspect the works at spots inside or outside the State if the costs incurred can be recovered from parties.	Agreed.	Approved.
7	Execution of contracts	General Managers have powers up to Rs. 10,000.	To sanction execution of orders and contracts up to limits of Rs. 25,000 (Sales only).	May be approved; all contracts above Rs. 25,000 to go to Government.	Approved.
8	Issue of stores on hire		(*a*) To sanction the issue of stores on hire after taking suitable deposits to cover losses; and (*b*) dispose of unserviceable or surplus stores when the book value does not exceed Rs. 1,000.	(*a*) Approved. (*b*) ~~When the value does not exceed Rs. 500.~~ Power may be delegated to dispose of underviceable or surplus stocks when the book balance does not exceed Rs.500.	Approved. Approved.

Powers sought for by the Director of Industries and Commerce in regard to the administration of Industrial Concerns in his charge, *viz.*, Government Electric Factory and Government Porcelain Factory only.—*Contd.*

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation 4	Decisions of the Sub-Committee Power may be delegated to sanction institution of legal proceedings	Orders thereon. 6
9	Legal action ...	Empowered under Order 27, Rule 1 of Civil Procedure Code, to sign and verify plaints and to act as the recognised agent of Government.	To sanction the institution of legal proceedings against the debtors to the Industrial Concerns and to the Department where the amount due does not exceed Rs. 1,000.	in all cases, after taking legal advice. The Committee also recommend that a standing or conducting counsel may be entertained for this and all other legal work regarding all Industrial concerns.	..... Approved and action to be taken accordingly
10	Loan of services of Departmental Officers.	.....	To authorise the loan of the services of the Foreman class drawing below Rs. 200 per mensem of the concern to other private industrialists up to a limit of one year under certain conditions and to levy contributions at one-ninth of the pay on account of leave allowances and a sum equal to the Provident Fund contributions on account of the employees.	Agreed, subject to the condition that T.A. to and fro and Deputation Allowance of 10 per cent being recovered.	Approved.
11	Miscellaneous ...	.....	(*a*) To sanction in the case of employees drawing below Rs. 200 per month, acceptance of fees of any amount offered by private persons of public bodies and of honoraria for work done for Co-operative Societies.	Agreed ...	Approved.
			(*b*) To sanction acceptance of remuneration by employees appointed as examiners for examinations conducted by the University, Education Department and the Mysore Local Service and Pleaders' Examination Boards in accordance with the scales sanctioned by Government.	Agreed ...	Approved.
			(*c*) To sanction acceptance of fees or honoraria of any kind by all employees under him up to Rs. 50.	Agreed ...	Approved.
12	Purchase of materials necessary for experiments.	.....	To purchase materials and articles necessary for experiments in the concerns within the limits of sanctioned provision.	Power may be delegated to purchase materials necessary for experiments upto Rs.500 p.a. within the limits of sanctioned provision.	..... Approved
13	Reduction in prices of articles.	.....	To authorise reduction in prices of articles, waiving percentage of margin of profit included in selling prices, provided the authorised prices do not fall below costs of production as certified by the Financial Officer.	Agreed to, provided the price is not below market price.	..... Approved.

Powers sought for by the Director of Industries and Commerce in regard to the administration of Industrial Concerns in his charge, *viz.*, Government Electric Factory and Government Porcelain Factory only.—*Concld.*

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation 4	Decisions of the Sub-Committee 5	Remarks Orders thereon. 6
14	Reduction in price for disposal of old stock by sale lying unsold for two years.	.....	To authorise disposal of and up to a level consistent with current market rates the reduction not exceeding 25 per cent of the cost of such articles.	Power may be delegated to authorise disposal of articles at reduced rates not exceeding ~~May be agreed to not exceeding~~ 25 per cent of cost and Government to be informed immediately; all cases above Rs. 10,000 should come up to Government for sanction.. Period in both cases has to be two years.	..... Approved.
15	Reduction in prices of manufactured articles remaining unsold for over three years.	.....	To authorise reduction up to 50 per cent of the prices of articles remaining unsold for over three years, a statement of such cases being submitted for the information of the Board once every half year.		
16	Powers of refunds of deposits.	.....	The Director may sanction the refund of all security deposits, tender and other deposits received by the Factories after satisfactory completion of the purpose for which they were taken.	May be approved, subject to usual safeguards.	....Approved.
17	Shortage in stocks and stores disclosed during stock taking.	.....	To sanction the write off of the value of shortages up to a limit of either Rs. 250 in each case or one per cent of total sale of issues, whichever is less during the year up to a limit of Rs. 2,500 unless the shortage is due to culpable negligence or gross carelessness of the officers responsible.	Power may be delegated To sanction write off of losses up to Rs. 50 in individual cases and Rs. 500 in a year. Quarterly statements may be sent to Government.	....Approved.
18	Trade samples—Free issues.	.....	To authorise the issue as free samples up to a value of Rs. 100 in each case, subject to a maximum of Rs. 500 per annum.	Approved ...	....Approved.
19	Shortage in tools and plants disclosed during stock taking.	.....	To sanction write off deficiencies in tools and plants the value of worn out articles of tools and plants up to an extent of Rs. 250.	Agreed ...	....Approved.
20	Purchase of raw materials and stores.	.....	To sanction the purchase of materials up to a limit of Rs. 10,000	Approved as The procedure of having to go through S.P.C. will not suit Industrial Concerns owing to delay, fluctuation of prices, etc.	Approved. Action to be tak as suggested by the Commit at its meeting held on 1-8-50, the proceedings of which is enclosed Appendix
21	Transfers ...	.....	To transfer employees other than higher supervisory staff, from one concern to another under his control.	Agreed	....Approved.
22	Travelling allowance.	.....	To sanction journeys outside the State in the case of all employees drawing less than Rs. 150 per mensem.	See item No. 5 under Director of Industries and Commerce in regard to Departmental Administration (~~Page 14~~). (Page 38)	.....

Delegation of powers in respect of the Board of Management of Industrial Concerns.

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation 4	Decisions of the Sub-Committee 5	~~Remarks~~ Orders thereon 6
1	Permitting officers of concerns to go outside the State for sales or study the market conditions or working of agencies.	No powers at present ...	To empower the Board to depute even the Gazetted Officers working under its control (including the Directors to places outside the State in connection with sales work or for study of market conditions or working of the Agencies as and when required.	May be delegated to Board	Approved.
2	Allowance to officers...	.....	To empower the Board to sanction Deputation Allowance, Charge Allowance, Acting Allowance, Conveyance Allowance, etc., admissible under Articles 57, 68, 95 and 527 of the M.S.R., to the officers (including the Directors provided they are Government servants).	May be delegated to Board ...	Approved.
3	Capital Works ...	Capital Works not included in the sanctioned Budget and involving an expenditure of more than Rs. 1,000.	To enhance the limit to Rs. 2,500 ...	Agreed ...	Approved.

Delegation of powers sought for by the Director of Sericulture.

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation 4	Decisions of the Sub-Committee 5	~~Remarks~~ Orders thereon. 6
1	Permanent Advances to Sub-Grainages and Farms.	.....	To sanction Permanent Advance of contingent expenditure to Sub-Grainages and Farms under Article 102 up to amount advised by the Comptroller as appropriate.	The present advance limit of Rs. 1000. May be raised to Rs. 1,500. ~~Present system of accounts to continue.~~	Approved.
2	Starting of new grainages.	.....	Power to start new grainages in place of old ones provided (1) the total number of grainages is not exceeded, (2) the budget grant is not exceeded, and (3) the rate of bonus is not altered.	Agreed. ~~(Proposed delegation amended by the Sub-Committee)~~	Approved.
3	Sanctioning rewards to improve seed cocoons, etc.	.....	To sanction rewards at the discretion of the Director of Sericulture not exceeding Rs. 25 in each case to improve the quality of seed cocoons, both Foreign and Mysore Silk Yarn, mulbery leaves, etc.	Agreed. To an annual limit of Rs. 1,000.	Approved.
4	Repairs to departmental buildings.	.....	To sanction repairs of the departmental buildings up to a limit of Rs. 500 in each case and also order such works being undertaken Amani when no tenders are received or when no tenders are accepted for exceptional reasons.	May be agreed to. Reasons to be recorded in writing.	Approved.
5	Disposal of unserviceable tools, plants, etc.	.....	To dispose of unserviceable tools, plants, appliances and stores up to a limit of Rs. 100 in each lot.	Agreed ...	Approved.
6	Remission of the value of D.F. Layings.	.....	To direct the remission of the value of D.F. Layings burnt either for want of demand or on account of the prevalence of febrine or such other causes that justifies write off.	May be delegated ...	Approved.
7	Establishment ...	.....	To sanction (1) the splitting or bifurcation to transfer of grainage work from one grainage to another grainage or opening an additional grainage in the locality by reason of work in the existing grainage being heavy.	Power may be delegated to split or bifurcate grainage work from one grainage to another within the same range, if there is no extra cost.	Approved
8	Establishment ...	.....	To sanction the entertainment of temporary staff not costing more than Rs. 100 per mensem for a period of three months in connection with starting experimental rearings either on Hill Stations or in other places in the State, with a view to develop the Sericulture either in non-existing areas or for the improved rearings of silk-worms consistent with the climatic conditions of the places.	*Vide* subject 9 under Director of Animal Husbandry Services. (Page 36)	

Delegation of powers sought for by the Commissioner for Food Production and *Ex-officio* Controller of Civil Supplies.

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation 4	Decisions of the Sub-Committee 5	Orders thereon. 6
1	Sanctioning refunds of revenue and license fees irregularly recovered or credited.	No powers at present...	To sanction without any limit refund of revenue irregularly recovered or credited to the Treasury in respect of licencing fees or centage or on any other account to the head of account of the Civil Supplies Department under XXII. I. & C.	Approved.	Approved.
2	Procurement of Typewriters.	.....	To empower the Controller of Civil Supplies to send applications for supply of Typewriters direct to the Government of India instead of through the Chief Secretary as is being done now.	~~Machinery if sanction of Government for purchase has been obtained.~~ Power may be delegated to send applications for supply of Typewriters direct to the Govt. of India instead of through the Chief Secretary provided sanction of Govt. for purchase has been obtained.	..... Approved.

Delegation of powers sought for by the Inspector-General of Police—*Contd.*

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation 4	Decisions of the Sub-Committee 5	~~Remarks~~ Orders thereon. 6
5	Write off of cost of kit articles.	.....	To sanction the write off of cost of kit articles to the extent of Rs. 100 in each case.	Power may be delegated to write off up to Rs. 100 per annum per District.	Approved.
6	Refunds ...	Can sanction refund of amounts upto a limit of Rs. 25 credited under XVI. Police in each case where the amounts on account of excess or wrong credit have to be refunded.	To sanction the refund of amounts to the extent of Rs. 250 in such cases.	*Vide* item 16 under Revenue Commissioner. (Page 27)	.....
7	Payment of hire charges of Taxis and cost of oil and petrol supplied to private vehicles.	....	To sanction up to a limit of Rs. 500 in each case, the payment of hire charges and cost of petrol and oil supplied to private vehicles engaged during detection of cases.	Power may be delegated to sanction payment of hire charges upto a limit of Rs. 50 in each case where vehicles are engaged for detection of crimes, for petrol and oil charges only. Regarding hire, a limit of Rs. 100 may be prescribed inclusive of oil, petrol, etc., subject to schedule to be sanctioned by Government. In all other cases, sanction of Government should be obtained.	Approved.
8	Payment of feeding and tiffin charges.	....	To sanction the payment of feeding charges to a limit of Rs. 500 in each case of Police Officers and men deputed for special duty during disturbances, etc.	Power may be delegated to sanction payment of feeding charges subject to a limit of Rs.1-3-0 per head per day. (Nominal rolls to be maintained)	Approved.
9	Purchase of photo materials for the Bangalore Photographic Bureau.	Can sanction the purchase of photo materials to a limit of Rs. 80 per year for the Photographic Bureau, Bangalore City. (G.O. No. P. 4588-89—Pol. 76-33-8, dated 3rd and 5th April 1934).	To sanction the purchase of photo materials to a limit of Rs. 250 per year for the Photographic Bureau, Bangalore City.	Agreed ...	Approved.
10	Sports materials ...	....	To make purchases within Budget allotment, subject to purchase rules, etc.	Agreed ...	Approved.
11	Equipment and clothing.	....	Rs. 1,000 for equipment of P.A.R.P., General Police and Fire Brigade within Budget allotment and subject to purchase rules.	Agreed ...	Approved.

Delegation of powers sought for by the Inspector-General of Police.

Serial No.	Nature of powers	Existing limits or extent	Proposed extent of delegation	Decisions of the Sub-Committee	Remarks. Orders thereon.
1	2	3	4	5	6
1	Rewards for Good Service out of fine amount or value of confiscated property.	Can sanction rewards from out of the Departmental funds to officers and men of and below the rank of Police Inspectors upto a limit of Rs. 200 in each criminal case. (Rule 135, M.P.M., Vol. I—read with G.O. No. P. 4403-4—Pol. 150-41-1, dated 25th March 1942.)	To sanction rewards up to a limit of Rs. 500 in each case to officers and men of and below the rank of Police Inspectors.	Power may be delegated to sanction rewards upto a limit of Rs.500 In each criminal case (after conviction and appeal or revision time is over). This applies to sanction out of fine amounts, or value of confiscated properties or out of private contribution.	..... Approved.
2	Special advances during Birthday and the Dasara Festivities and other such occasions.	Can sanction an advance of Rs. 3,500 during each of the Birthday and the Dasara Festivities or Rs. 7,000 in the aggregate per annum (G.O. No. P. 4403-4—Pol. 150-41-1, dated 25th March 1942).	To sanction advances up to a limit of Rs. 10,000 during each of the Birthday and Dasara Festivities or Rs. 20,000 in the aggregate per annum.	Withdrawn. The provisions of Article 165 (c) 2 (a) to (c) in respect of Treasury Guards may be extended to the Police Force moved in regard to big events, strikes, communal disturbances, visits of distinguished persons, Birthday, Dasara, etc.	M.C.M.C. Vol. I. .....
3	Barricading charges ...	Can sanction the payment of barricading charges up to a sum of Rs. 125 at a time during each of the Birthday and Dasara Sessions, and other large events.	To sanction the payment of barricading charges up to a limit of Rs. 250 at a time during each of the Birthday and the Dasara Sessions.	Agreed ...	Approved.
4	Advance for equipment and uniform to Police Officers.	Can sanction an advance of Rs. 250 in the case of a Gazetted Officer and Rs. 150 in the case of a Police Inspector for equipment and uniform. (G.O. No. P. 4403-4—Pol. 150-41-1, dated 25th March 1942).	To sanction an advance of Rs. 400 in the case of a Gazetted Officer and Rs. 250 in the case of a Police Inspector for the purpose.	Agreed ...	Approved. ....

Delegation of powers sought for by the Inspector General of Police—*Concld.*

Serial No.	Nature of powers	Existing limits or extent	Proposed extent of delegation	Decisions of the Sub-Committee	Remarks Orders thereon
1	2	3	4	5	6
12	Purchase of spare parts for vans, etc.	Up to Rs. 400 per annum on account of repairs, purchase of spare parts, etc., sanction of Government being obtained for individual items exceeding Rs. 100 (G.O. No. 4403-4—Pol. 150-41-1, dated 25th March 1942).	Rs. 1,000 per annum per vehicle for repairs, purchase of spare parts, etc., sanction of Government being obtained for individual items exceeding Rs. 300.	*Vide* item 2 under Commissioner for Food Production. (Page 31)	.....
13	Purchase of petrol, oil.	Rs. 150 per van per month subject to an annual limit of Rs. 900 (G.O. No. 4403-4—Pol. 150-41-1, dated 25th March 1942).	Maximum limit will be Rs. 200 per van per month subject to annual limit of Rs. 1,200.	Agreed ...	**Approved.**
14	Purchase of tryes and tubes.	Up to Rs. 2,000 at a time without reference to S.P.C., purchase being made from sole agents to manufacturers and a reference made to Government. (Letter No. H. 12429, dated 14th February 1950).	Direct purchase being made up to a limit of Rs. 2,000 in urgent cases. In other cases sanction of Government to be obtained before such purchase.	*Vide* item 12 above. ...	.....

Delegation of powers sought for by the Director of Printing, Stationery and Publications.

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation 4	Decisions of the Sub-Committee 5	~~Remarks~~ Orders thereon 6
1	Purchase of Printing Stores ...	Up to Rs. 200 ...	To raise the limit to Rs. 500 subject to Budget provision.	*Vide* item 2 under Commissioner of Food Production. (Page 81)	...
2	Repairs and purchase of spare parts to machinery and electric fittings of the Government Presses.	Up to Rs. 50 ...	Up to Rs. 300 subject to Budget provision ...	~~Agreed~~ Power may be delegated to effect repairs and purchase spare parts to machinery & electric fittings of the Govt. Presses upto Rs.200/-.	Approved.
3	Petty constructions and repair works to the Press buildings.	.....	To carry out petty repairs and construction works to the Press buildings up to a limit of Rs. 100 and to classify such expenditure as contingencies for purposes of drawing bills.	Agreed	... Approved.
4	Purchase of articles of stationery and paper (for supply to the several Departments).	.....	To purchase all articles of stationery and paper (for supply to several Departments) within the Budget allotment and in consulation with the Secretary, Stores Purchase Committee.	Agreed	... Approved
5	Purchase of machinery, types and materials.	.....	To purchase machinery, types and materials, within the Budget allotment and in consultation with the Stores Purchase Committee.	Agreed	... Approved
6	Printing of forms required by the Heads of Departments.	.....	To print at his discretion forms, etc., required by the Heads of Departments.	Power may be delegated to print at his discretion forms etc., required by Heads of Depts. ~~Agreed~~ if forms are previously approved by Government or when laid down in any Act or Rules thereunder. For new forms not laid down in any Act or Rules or not laid down in any Order by Government, sanction of Government should be obtained by concerned Heads of Departments.	... Approved
7	Supply of Civil Lists, etc. ...	.....	To supply at his discretion additional supply of Civil Lists, Stationery, Gazettes, etc.	Whenever a Government Order issues sanctioning the formation of new office the last para should say: "The Director of Printing and Stationery is authorised to supply the *Mysore Gazette*, Civil Lists, Stationery, etc., according to the scale laid down by Government." Regarding additional supply of stationery articles the Director may in his discretion, supply up to 10 per cent of the standing list, and send a report to Government once a half year of such additional supplies made.	Action to be taken accordingly.

Delegation of powers sought for by the Director of Public Instruction in Mysore.

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation 4	Decisions of the Sub-Committee 5	~~Remarks~~ Orders thereon. 6
1	Appointment of one temporary Clerk during examination season.	Appointment for a period of five months from 15th January to 15th June every year one temporary Clerk on Rs. 30 per mensem for every 1,000 candidates in excess of 22,000 candidates that appear for the S.S.L.C. and Upper Primary Examinations.	The pay of the Clerk to be enhanced to Rs. 40.	Approved ...	.....Approved.
2	Appointment of additional staff in Municipal High Schools.	.....	Permit on the basis of the proposals of the Managements, the appointment of additional staff—teachers, clerks and menials—in Municipal High Schools, wherever found necessary, subject to the limit prescribed under the rules and the Budget provision.	Powers may be delegated to the Director of Public Instruction to sanction additional staff of teachers, clerks and menials in District Board and Municipal High Schools on prescribed scales when there is Budget provision and when the Municipality has also resolved to meet their portion of the cost. Copy may be sent to the Local Self-Government Secretary simultaneously.	.....Approved.
3	Transfer of all gazetted and non-gazetted officers.	To transfer all gazetted officers. The changes in the charge of the Deputy Directors attached to the Director of Public Instruction should be made with the sanction of Government.	To transfer all gazetted officers and also order changes in the charges of the Deputy Directors attached to the Office of the Director of Public Instruction.	Approved ...	.....Approved.
4	Transfer of persons from tutorial cadre to ministerial cadre.	To transfer a Moulvi from the tutorial to the post of Urdu Proof Reader in his office, whenever it becomes necessary. (Exception to the rules no transfer from tutorial to the ministerial line and *vice versa*).	To transfer persons from the tutorial cadre to the ministerial cadre and *vice versa*.	Power may be delegated to transfer persons from the tutorial cadre to the ministerial cadre just once in each individual case after prior consultation with the Public Service Commissioner.	Approved.
5	Appointment of Head Clerks to act as Office Assistants pending permanent arrangement.	To appoint Head Clerks of the District Educational Offices to act as Office Assistants for a period not exceeding two months at a time.	To enhance the time-limit to six months at a time.	Approved. "Six months" may be substituted for two months in the existing rule.	..... Approved.

Delegation of powers sought for by the Director of Public Instruction in Mysore.—*Contd.*

Serial No. 1	Nature of powers 2	Existing limits or extent 3	Proposed extent of delegation 4	Decisions of the Sub-Committee 5	Orders thereon. 6
6	Grant of maternity leave to gazetted and non-gazetted women employees.	To grant maternity leave on full pay to married gazetted women employees for a period up to two months only at his discretion on production of a medical certificate and order 'in-charge' arrangements. (In the case of non-gazetted employees, the present powers of the Director to be delegated to the Deputy Directors).	To grant maternity leave on full pay to married gazetted women employees for a period up to four months only at his discretion on production of a medical certificate and order in-charge arrangements.	Full powers under Article 196 of the Mysore Service Regulations may be delegated.	..Approved. ...
7	Splitting up of sanctioned part-time allowance.	To split up sanctioned part-time allowance into two or more in case of necessity in the Middle Schools and the Municipal High Schools.	Split up the sanctioned part-time allowance or allowances allowed against full-time provision in all schools.	Approved ...	....Approved.
8	(*a*) Transfer of the provisions of Middle Schools and New Type Middle Schools; and	.....	(*a*) To transfer the provision of languishing Middle School to a place where a New Type Middle School is in a flourishing condition and transfer the existing provision of the New Type Middle School to a needy place; and	Approved ...	....Approved. .....
	(*b*) Conversion of New Type Middle Schools into *Pucca* Middle Schools.		(*b*) conversion of New Type Middle Schools into *Pucca* Middle Schools out of provision sanctioned by Government.	.....	.....
	Sanctioning enhancement of rents to buildings.	To sanction rents up to Rs. 50 per mensem in each case *ab initio* or by way of enhancement of rents, *i.e.*, where increases of rent are sanctioned, the original rent and the increase should together not exceed Rs. 50.	To sanction rents up to Rs. 100 per mensem in each case *ab initio* or by way of enhancement of rents, *i.e.*, where increases of rent are sanctioned, the original rent and the increase should together not exceed Rs. 100.	Agreed. Subject to fixation of rent by the Rent Controller wherever such an officer exists. This applies to buildings taken for schools only. For other purposes general powers apply.	..... Approved.

Delegation of powers sought by the Director of Public Instruction in Mysore.—*Concld.*

Serial No.	Nature of powers	Existing limits or extent	Proposed extent of delegation	Decisions of the Sub-Committee	Remarks Orders thereon.
1	2	3	4	5	6
10	Purchase of books, laboratory and other appliances.	To sanction grants not exceeding Rs. 1,000 in the case of High Schools for the purchase of books, laboratory and other appliances.	To sanction grant not exceeding Rs. 2,000 in case of High Schools and Rs. 500 in the case of other schools in each case for the purchase of furniture, books, laboratory and other appliances.	Agreed.	Approved.
11	Sanctioning enhancement of grants to Hostels, Orphanages, Special Institutions, etc.	Page 7 of G.O. (printed) No. E. 7045-46—Edn. 149-45-2, dated 26th March 1947.	To sanction enhancement of grants to Hostels, Orphanages, Special Institutions, etc., subject to the conditions laid down in the grant-in-aid Code.	Agreed.	Approved.
12	Sanctioning the acceptance of fees or honoraria by officers.	(Page 10 of the above G.O.) ...	To sanction the acceptance of fees or honoraria of any kind not exceeding Rs. 300 by all officers under him.	Power may be delegated to sanction acceptance of fees or honoraria of any kind not exceeding Rs.300 by all officers under him.	Approved.
13	To treat as on duty the absence of officers attending sittings of Board of Studies of other Universities.	To treat as on duty the absence of officers attending sittings of Board of Studies subject to certain conditions.	Condition (ii), *i.e.*, 'That the total period of absence does not exceed six days excluding Sundays' to be amended as below :— 'That the total period of absence does not exceed ten days excluding Sundays'.	Agreed.	..... Approved.
14	Constitution of Tabulation Boards of Examinations.		To constitute tabulation boards, one for the S.S.L.C. Examination and another for the Middle School and other minor examinations, the number of members to be appointed on each of the Boards depending on the number of candidates registered for the examinations at the rate of 2,000 candidates only per tabulator, remuneration being paid at Rs. 150 each for local members and Rs. 200 for moffusil members.	May be delegated to D.P.I. subject to such general directions as the Government may choose to lay down.	..... Approved.

Delegation of powers sought for by the Chief Conservator of Forests in Mysore, Bangalore.

Serial No.	Nature of powers	Existing limits or extent	Proposed extent of delegation	Decisions of the Sub-Committee	~~Remarks~~ Orders thereon
1	2	3	4	5	6
1	Regarding effecting sales without payment in full.	To authorise Forest Officers of and above the rank of Ranger, in exceptional cases and under such conditions regarding time of payment as he may lay down, to effect sales without payment in full at the time of delivery. Every such transaction if the value exceeds Rs. 500 should be reported to Government, (*a*) if the value exceeds Rs. 10,000 the previous sanction of Government must be obtained.	For "Government" in the 8th line substitute "Chief Conservator of Forests".	Agreed. The C.C.F. has unlimited powers to confirm sales. (*a*) In regard to condonation of delay in paying up full sale realisation, the powers may be the same as in the case of Revenue Commissioner.	.....Approved. Approved.
2	Capital Expenditure—Sanction of—	To sanction 'Capital' expenditure up to the following limits:— (1) Up to Rs. 500 in each case in the case of live-stock, stores, tools and plant, office and rest-house furniture and tents. (2) In other cases above Rs. 50 up to Rs. 2,500.	The money limit to be raised from Rs. 500 to Rs. 1,500. The portion up to Rs. 2,500 to be altered as "up to Rs. 15,000".	Power may be delegated to sanction expenditure upto Rs.1,000 in case of live-stock only. Power may be delegated to sanction expenditure upto Rs.7,500 in regard to all Capital expenditure.	Approved. Approved.
3	Sanctioning refunds of revenue by Forest Officers.	To sanction refunds of revenue realised by Forest Officers not exceeding Rs. 500 in each case. This does not, however, refer to revenue collected by Revenue Officers on assessed and unassessed waste lands.	The money limit may be raised from Rs. 500 to Rs. 1,000.	Power may be delegated to sanction refunds of revenue realised by Forest Officers not exceeding Rs.1000 in each case. This does not, however, refer to revenue collected by Revenue Officers on unassessed waste lands. Statements of refunds will be continued to be submitted as before.	Approved.
4	Grant of teak for construction of houses.	The Chief Conservator of Forests is empowered to sanction grant of teak up to 150 or 200 c.ft. for construction of houses at sanctioned schedule rates.	The quantity of teak may be raised from 200 to 350 c.ft.	schedule rates.	—
5	Power to extend time for payment of khist amounts.	The Chief Conservator of Forests is empowered to extend time for payment of khist amounts of Tangadi and Kakke and M.F.P. leases in each case not exceeding six months (or to the end of the financial year whichever is shorter) subject to such conditions as regards payment of interest, furnishing security as may be generally laid down by Government from time to time.	The time limitation "not exceeding six months or to the end of the financial year" may be removed.	Power may be delegated to extend time for payment of Khist amounts of Tangadi & Kakke and M.F.P. leases in each case not exceeding 6 months subject to such conditions as regards payment of interest, furnishing security as may be generally laid down by Government from time to time.	Approved.
6	Transfers of District Forest Officers or Assistant Conservators of Forests.	Transfers of District Forest Officers or of Assistant Conservators of Forests require the sanction of Government.	Transfer of all Gazetted Officers below the status of the Conservator of Forests to be ordered by the Chief Conservator of Forests subject to formal report to the Government.	*Vide* item 10 in the list of general powers. (Page 6)	.....

Delegation of powers sought for by the Director of Public Health in Mysore, Bangalore.

Serial No.	Nature of powers	Existing limits or extent	Proposed extent of delegation	Decisions of the Sub-Committee	Remarks ~~xxxxxx~~ Orders thereon.
1	2	3	4	5	
1	Purchase and carriage of medicines in connection with Plague.	To purchase and carriage of medicines in connection with Plague.	To permit the purchase of medicines, etc., in connection with all epidemics such as Plague, Malaria, Cholera and Small-pox, and other epidemics.	*Vide* item No. 5, under Senior Surgeon regarding Emergency powers. (Page 84)	
2	Purchase of Instruments.	To purchase instruments for Vaccine Institute.	This permission may be made more comprehensive to include all equipment that is required in connection with the production of vaccine lymph.	*Vide* item Nos. 4 and 5 under Senior Surgeon. (Pages 33 & 34)	.....
3	Purchase of First Aid Boxes, Vaccination and Midwifery Kit Boxes, etc.	To purchase First Aid Boxes, Vaccination and Midwifery Kit Boxes, Baby and Adult weighing machines up to a limit of Rs. 100.	To purchase without any limit, subject to Budget provision.	Do	
4	Supply of Uniforms to Nurses, Midwives, etc.	No powers at present ...	Supply of Uniforms to Nurses, Midwives, Compounders, Vaccinators and Laboratory Attendants and Doctors working in Health Units and Public Health and Vaccine Institutes.	Do	.....
5	Purchase of Diaries ...	To permit the purchase of Diaries for Health Officers, Health Inspectors of certain Units and certain District Health Officers.	To purchase and supply the Diaries to the Gazetted and Non-Gazetted Officers wherever necessary.	Diaries may be got printed at Government Printing Press and supplied.	**Approved.**
6	Hire of Lorry ...	To hire Lorry for transportation of materials.	This may be delegated to be used where carts are not available for long distances at the rates approved by Deputy Commissioners.	*Vide* No. 1 & under Director of Agriculture. (Page 32)	.....
7	Subscription for technical journals.	No powers at present	To subscribe for as many technical journals as necessary, within Budget provision.	*Vide* item No. 1 under Director of Animal Husbandry. (Page 35)	.....
8	Purchase of Hospital equipment.	To purchase equipment, *viz.*, required in connection with Hospitals up to a limit of Rs. 100.	To make purchases without any limit, subject to Budget provision.	*Vide* item Nos. 4 and 5 under Senior Surgeon. (Pages 33 & 34)	.....

Delegation of powers sought for by the Director of Public Health in Mysore, Bangalore—*Concld.*

Serial No.	Nature of powers	Existing limits or extent	Proposed extent of delegation	Decisions of the Sub-Committee	Remarks xxxxx Orders thereon.
1	2	3	4	5	
9	Purchase of equipment, etc.	To purchase equipment, etc., required for urgent use in the Department up to Rs. 1,000.	Direct purchase up to any amount without reference to S.P.C. may be permitted in cases of emergency.	*Vide* item Nos. 4 and 5 under Senior Surgeon. (Page 33 & 34)	.....
10	Sanctioning acceptance of remuneration by officers.	To sanction acceptance of remuneration by officers appointed as examiners conducted by the University, Education Departments and the Mysore Local Service and Pleaders' Examination in accordance with the scales sanctioned by Government.	To include the examination conducted by the Department for the Health Inspectors and Vaccinators also.	Powers under 52 (6) M.S.R., may be delegated.	..... Approved.
11	Sanctioning expenditure in connection with Exhibitions.	No powers at present ...	To sanction expenditure incurred for Health Exhibitions in different parts of the State subject to Budget provision.	*Vide* item No. ~~4~~ 5 under the Director of Agriculture. (Page 32)	.....

ANNEXURE II.

SCHEME FOR TRAINING MINISTERIAL RECRUITS.

The Scheme will be confined to Bangalore for the present. Training will be imparted to those whose names appear in the approved list issued by the Public Service Commission, for ministerial establishment of General and Revenue Secretariat and offices of Heads of Departments.

Name.—The Institute will be known as 'Training School for Prospective Ministerial Employees'.

Place.—A building with a capacity to accommodate 100 students and situated near about the Public Offices is necessary. It is suggested that the "Victory Hall" may be secured for the purpose.

Hours of Work.—Classes will be held for five hours a day—11 A.M. to 1 P.M. and 2 P.M. to 5 P.M.

Period of Training.—The term of tuition will be for a period of six months. Courses will be both theoretical and practical. The practical work may include training in the local offices.

Subjects Taught.—The following subjects will be taught:—

(1) Precis Writing.

(2) Referencing and Drafting.

(3) General Rules of Office Procedure including registration and filing of records.

(*a*) New System of Office Procedure.

(*b*) Disposal Number System of Office Procedure.

(4) Simple accounts, Maintenance of Cash Book, Acquittance Rolls, etc.

(5) Reading of Kannada manuscripts.

Commencement of Term.—Classes will be held in two sessions of six months each. The sessions will begin on 1st July and 1st January, respectively.

Staff.—There will be two Lecturers and one Principal or Superintendent.

Note.—The Lecturers may be selected preferably from amongst retired Superintendents of the Secretariat or Managers of Revenue Commissioner's Office. The Principal or Superintendent should be a retired officer with Secretariat experience. A remuneration of Rs. 150 for the Lecturers and Rs. 250 for the Principal per mensem may be paid. The clerk should be a II Division clerk. There may be two servants.

Fees.—Each student will have to pay a fee of Rs. 10 per mensem.

Examination.—Two examinations will be conducted in the months of July and January by the Local Service Examination Board.

The examination will consist of two papers of two hours each.

I Paper—Precis Writing and Drafting.

II Paper—General Rules of Office Procedure—System of correspondence and Office accounts.

Practical Examination to be conducted by a Board of Assistant Secretaries presided over by Under Secretary. Set of instructions to be given to them—3 hours examination.

A fee of Rs. 7 will be charged. Results will be declared in the months of February and August. A certificate of pass will be issued to the successful candidates.

Furniture and Library.—The required furniture will have to be obtained either by purchase or by loan from the Secretariat if available. All manuals and other books relating to Office Procedure should be kept in the Library. To be supplied free to Library (10 sets at least).

Contingent Grants.—Grant of a non-recurring nature estimated at about Rs. 1,500 and recurring grant of Rs. 500 per annum may be provided.

Subvention :—A subvention of Rs. 4,000 per annum has to be paid by Government.

Staff Details.

			Rs.
Building.—In case the building proposed is not available—at Rs. 100 per month (rent)	...	...	1,200
1 Superintendent Allowance Rs. 250 2 Lecturers at Rs. 150 1 Clerk (II Division) and two peons at Rs. 18 each	... ... 	... ...	Rs. 8,748 or 9,000
Contingencies.—(*a*) Recurring	...	...	500
(*b*) Non-recurring	...	...	1,500
Recurring for 12 months	...	...	Rs. 10,700 or 11,000

Probable Receipts.

Rs. 60×10=600 per month × 12=7,200 per year Admission fee at Re. 1 per candidate=Rs. 120	... ...	... ...	7,320
Net amount required		...	3,680 or Rs. 4,000

Grant of not exceeding Rs. 4,000 per annum to be asked for from Government.

APPENDIX.

REPORT.

In pursuance of the decision taken at the meeting of the Secretaries to Government and Heads of Departments with the Chief Minister on the 8th March 1948 the officers concerned were addressed in regard to the forwardal of concrete and definite proposals for implementing the conclusions arrived at the meeting and for improving the despatch of work in the various Government offices. All except the marginally noted officers have sent their proposals and since these appeared to cover more or less the entire ground, they were classified into three sections, *viz.*, I. Decentralisation of Powers, II. System of work and III. Personnel, with a view to placing them for consideration at a meeting of Ministers, Heads of Departments, Secretaries to Government and Deputy Commissioners of Districts. For one reason or the other the meeting could not be held. Government were, however, pleased to direct on 10th February 1950 that a small Committee comprising of :—

1. The Chief Engineer for Irrigation.
2. The Chief Engineer for Roads and Buildings.
3. The General Manager, Mysore State Railway.
4. The Commissioner for Land Records, Survey and Settlement.
5. The Chief Electrical Engineer.
6. The Development Secretary to Government.
7. The Law Secretary to Government.
8. The General Secretary to Government.
9. The P.W. and Electrical Secretary to Government.
10. The Secretary to Government, Railway Department.

1. The Chief Secretary to Government,
2. The Financial Secretary to Government,
3. The Revenue Commissioner in Mysore,
4. The Excise Commissioner in Mysore,
5. The Deputy Commissioner, Bangalore (Urban),
6. The Deputy Commissioner, Bangalore (Rural), and
7. The Director of Anti-Corruption and Efficiency Audit,

may go into the question and come to tentative conclusions on each of the items and also to make such other suggestions as they deem necessary before they are put up to the Chief Minister and discussed at a meeting of the Heads of Departments. Accordingly, a meeting of the Committee was held on the 7th and 8th April 1950 in the Chief Secretary's Chambers, all the members being present. Details of procedure to be followed by the Committee and general plan of approach were settled at the first meeting. In particular, two subjects were taken up for consideration at this meeting *i.e.*, (i) Draft proposals for Expediting Despatch of Government Business and (ii) Measures necessary to secure prompt action on the part of departmental officers on the notes and reports of the Efficiency Audit Branch. A copy of the proceedings of this meeting is placed below for perusal.

As per the decision of the above meeting in regard to Decentralisation of Powers proposed by several Heads of Departments which are peculiar to the concerned Departments alone, the Secretaries to Government were requested to meet the Heads of Departments, discuss all aspects of the question with special reference to the powers delegated to Heads of Departments under Appendix XXII of M.C.A.C., Vol. I (Appendices and Forms) and send a list of powers to be delegated for consideration by the Committee. Proposals in respect of the following Heads of Departments were accordingly received and considered by the Committee. It is presumed, in the absence of any proposals from them, that Heads of the other Departments who have not sent up proposals, feel no need for any decentralisation of powers, so far as their Departments are concerned.

1. The Revenue Commissioner in Mysore.
2. The Excise Commissioner in Mysore.
3. The Commissioner for Stamps in Mysore.
4. The Director of Food Supplies.
5. The Commissioner for Food Production.
6. The Director of Agriculture in Mysore.
7. The Senior Surgeon in Mysore.
8. The Director of Animal Husbandry Services.
9. The Director of Industries and Commerce.
10. The Board of Management of Industrial Concerns.
11. The Director of Sericulture.

12. The Controller of Civil Supplies.
13. The Inspector-General of Police in Mysore.
14. The Director of Printing, Publication and Stationery.
15. The Chief Conservator of Forests in Mysore.
16. The Commissioner for Rural Development.
17. The Director of Public Health in Mysore.
18. The Director of Public Instruction in Mysore.

In the case of Registrar of Co-operative Societies and the Commissioner for Economic Development and Planning, the proposals being of a general nature, having already been discussed at earlier meetings and included in the general list of powers to be delegated to all the Heads of Departments, were not placed before the Committee for consideration. With regard to the University of Mysore, the proposals sent by the Registrar were not discussed in view of the Report of Dr. C. R. Reddy the Pro-Chancellor, being under the consideration of Government.

The proposals were tabulated under columns 1. Nature of Powers, 2. Existing Limits or Extent, 3. Proposed Extent of Delegation and 4. Concerned Secretary's remarks, and placed before the Committee for consideration as and when they were received. The concerned Heads of Departments and Secretaries to Government were invited to attend the meeting and their opinion and remarks elicited while proposals in respect of them were taken up for discussion and every item of the proposal was analysed in detail and the necessity for the proposed decentralisation fully examined before arriving at a decision. In matters where technical details were wanting, Departments such as Public Works Department and Stores Purchase Committee were also consulted. The proceedings of the meeting convened in this behalf on the 1st of August 1950 is appended to the draft proposals.

In all, the Committee met 11 times and 308 items were discussed and decisions arrived at.

The printed draft proposals embodying the decisions of the Committee together with a copy of a Draft Scheme of Training of Recruits drawn up by the Director of Anti-Corruption and Efficiency Audit and approved by the Committee are put up for perusal.

(Sd.) K. SRINIVASAN,
Chief Secretary to Government.

(Sd.) V. VEDAVYASACHARYA,
Revenue Commissioner in Mysore.

(Sd.) M. SHAMANNA,
Financial Secretary to Government.

(Sd.) K. SUBBA RAO,
Excise Commissioner in Mysore.

(Sd.) B. T. KEMPANNA,
Deputy Commissioner, Bangalore.

(Sd.) K. HENJERAPPA,
Director of Anti-Corruption and Efficiency Audit.

PROCEEDINGS OF THE MEETING OF THE SUB-COMMITTEE CONSTITUTED BY GOVERNMENT TO CONSIDER THE MEASURES FOR EXPEDITING DESPATCH OF GOVERNMENT BUSINESS, HELD ON THE 7TH AND 8TH APRIL 1950, AT THE CHIEF SECRETARY'S CHAMBERS.

PRESENT.

1. Sri K. Srinivasan, B.Sc.,
   Chief Secretary to Government (*Presiding*).
2. *Rajakaryaprasakta* Sri V. Vedavyasacharya, B.A.,
   Revenue Commissioner in Mysore.
3. Sri M. Shamanna, M.A.,
   Financial Secretary to Government.
4. Sri K. Subba Rao, B.A.,
   Excise Commissioner in Mysore.
5. Sri B. T. Kempanna, B.A., LL.B.,
   Deputy Commissioner, Bangalore District.
6. Sri K. Henjerappa, B.A., B.L.,
   Director of Anti-Corruption and Efficiency Audit.

The printed draft proposals (circulated among members) embodying the existing limit or extent of powers and the extent of delegation of powers to all the Heads of Departments as proposed by certain Heads of Departments were first taken up for consideration at the meeting.

Each item of the Draft Proposals was considered and discussed at some length with reference to several reference books, procedure prevailing elsewhere in India in regard to disposal of Government Business and the Mysore Government Business Rules (under revision), and the decisions arrived at by the Committee in respect of each item are noted in the enclosed printed draft proposals.

The Committee, while considering Part II of the Draft Proposals, *viz.*, System of Work, was of opinion that in view of the fact that several of the items under this para are re-statements of existing rules and are apparently indicated due to their lack of observance or enforcement, there was no necessity for prescribing fresh rules or revising the existing rules in this behalf. It was therefore resolved that the Director of Anti-Corruption and Efficiency Audit, may, by a Circular, bring all the existing rules to the notice of all the Heads of Departments with a request regarding their strict observance and enforcement.

In respect of Part III, *viz.*, Personnel, the Committee, while stipulating certain conditions like duration of training, establishment of a Training Institute at Bangalore, remuneration of personnel handling the training classes, etc., as noted in the enclosed Draft Proposals, decided that the Director of Anti-Corruption and Efficiency Audit be requested to draw up a comprehensive Scheme of training the recruits and place the same before the Committee at its next meeting.

As the Draft Proposals referred to above and considered by the Committee, deal only with those powers that may generally be delegated to all Heads of Departments, the Committee proposed that with regard to the other items of delegation of powers proposed by several Heads of Departments which are peculiar to the concerned Departments, the Secretaries to Government may first meet the concerned Heads of Departments, and after a discussion, list all items regarding which delegation or decentralisation may be considered necessary. The Chief Secretary agreed to take action in this behalf and these lists were proposed to be considered at the next meeting of the Sub-Committee, inviting the particular Secretaries and Heads of Departments also to be present at the time.

The next subject on the Agenda, *i.e.*, Consideration of measures necessary to secure prompt action on the part of departmental officers on the notes and reports of the Efficiency Audit Branch, was considered and it was decided that the Heads

of Departments may be circularised to the effect that prompt action may be taken by the concerned subordinate officers on the reports sent by the Director of Anti-Corruption and Efficiency Audit. The Administrative Secretariat (Education Secretary) may keep track of these and issue reminders where necessary. The desirability of the reports being brief and concise was also suggested.

The meeting adjourned to meet again when proposals in respect of two items, *viz.*, (i) scheme of training for recruits to Government Service and (ii) lists of draft proposals for delegation of powers to be drawn up at meetings of Heads of Departments with Secretaries to Government, were ready.

PROCEEDINGS OF THE MEETING OF THE SUB-COMMITTEE CONSTITUTED BY GOVERNMENT TO CONSIDER THE MEASURES FOR EXPEDITING DESPATCH OF GOVERNMENT BUSINESS, HELD ON THE 1ST OF AUGUST 1950 AT 3 P.M. IN THE CHIEF SECRETARY'S CHAMBERS.

The meeting consisted of two sessions—One from 3 P.M. and the other from 4 P.M. and the following officers were present :—

1. Sri K. Srinivasan, B.Sc.,
   Chief Secretary to Government.
2. *Rajakaryaprasakta* Sri V. Vedavyasacharya, B.A.,
   Revenue Commissioner in Mysore.
3. Sri M. Shamanna, M.A.,
   Financial Secretary to Government.
4. Sri K. Subba Rao, B.A.,
   Excise Commissioner in Mysore.
5. Sri B. T. Kempanna, B.A., LL.B.,
   Deputy Commissioner, Bangalore.
6. Sri K. Henjerappa, B.A., B.L.,
   Director of Anti-corruption and Efficiency Audit.
7. Sri M. N. Lakshman Rao, B.A., B.E., A.M.I.E.,
   Chief Engineer for Mysore.
8. Sri B. S. Narasinga Rao, B.A., B.E.,
   Public Works Secretary and Special Chief Engineer.
9. Sri K. H. Srinivasan, M.A., B.Sc.,
   Director of Agriculture.
10. Dr. P. M. Narayanaswamy Naidu, B.Sc., L.V.P., Sc.D., F.F.A.S.,
    Director of Animal Husbandry Services.
11. Sri M. A. Muthanna, B.Sc.,
    Chief Conservator of Forests.
12. Sri R. Ramakrishna, M.Sc., E.E., M.A.I.E.E.,
    Director of Industries and Commerce
13. Sri N. A. Iyengar, L.R.C.P., M.R.C.S.,
    Senior Surgeon in Mysore.
14. Sri Louis DeSouza, B.A.,
    Secretary, Stores Purchase Committee.
15. Sri B. Krishnaswami Chetty, B.E., A.R.P.S., M.A.S.M.E.,
    Director of Stationery, Printing and Publications.

The Committee first took up for consideration the proposal regarding sanction and execution of original works.

The Chief Engineers explained the reasons for the delay in the sanction and execution of such original works.

The plans and estimates got prepared by the Departmental heads are sent in the first instance to either the Executive Engineer, Superintending Engineer or the Chief Engineer, as the case may be, depending upon the limits of powers of sanction, for scrutiny. After scrutiny, they are sent back to the Head of the Department that initiated the proposal who will either sanction them himself (if within his limits) or send them on to Government in the Administrative Secretariat for sanction. The Administrative Secretary will send them on to the Public Works Secretary for concurrence, who in his turn refer them to the Public Works Department un-officially for scrutiny before furnishing his opinion. Sanction of Government to the plans and estimates will be accorded after the concurrence of the Public Works Secretary.

The above procedure was discussed at some length and the following modified procedure was proposed with a view to avoid delay.

The Heads of Departments who have grants given to them for carrying out original works and repairs, will have the estimates prepared in their own Departments at the hands of the Assistant Engineers and other officers of the Public

Works Department attached to their Departments, if any, as usual, and thereafter these estimates will be sent to the Executive Engineer, Superintending Engineer or the Chief Engineer, as the case may be, depending upon the limits of powers of sanction already accorded to such officers of the Public Works Department.

After scrutiny of these estimates and general approval of the designs, etc., they will be sent back by the Public Works Department officers to the Heads of the Departments who initiated the proposals, and the Heads of Departments will either sanction them, if within their powers, or send them up to the Administrative Secretary to Government dealing with that particular Department for sanction.

The Administrative Secretary to Government will not thereafter refer such cases to the Public Works Secretary as is being done now, unless the work relates to a matter which is beyond the powers of sanction of the Chief Engineer, in which case, even though the estimates may have been scrutinised by the Chief Engineer they should have the concurrence of the Public Works Secretary also.

The following are ascertained to be the powers of sanction exercised by certain of the Heads of Departments at present :—

		Rs.
1.	The Chief Conservator of Forests—	
	Powers of sanction	2,500
	Powers of execution (in respect of buildings only) ...	10,000
2.	The Director of Agriculture	2,500
3.	The Director of Veterinary and Animal Husbandry Services ...	1,000
4.	The Inspector-General of Prisons	2,500
5.	The Director of Public Instruction	5,000
6.	The Director of Sandalwood Oil Factory—	
	Powers of sanction	3,000
	Powers of execution	10,000

In view of the present ruling prices of building materials it was decided to enhance the present powers of all the Heads of Departments, without affecting the special powers exercised by certain Heads of Departments in this behalf to Rs. 5,000, and this has been included in the list of powers to be delegated to all the Heads of Departments.

The concensus of opinion was that the various Public Works Department officers posted for work in other Departments need not be entrusted with powers of execution also ; in which case, there may not be much work for such Public Works Department officers in the various Departments as their work will be confined only to the preparation of plans and estimates. There is therefore a good case for the withdrawal of all these officers to the Public Works Department.

The Committee next took up for consideration the proposals of certain Heads of Departments to authorise them to make purchases of certain items of articles required by them locally, by calling for quotations, instead of through the Stores Purchase Committee with a view to avoiding the delays caused by adopting the latter method.

The Secretary, Stores Purchase Committee who was consulted in the matter stated that the delay caused is partly due to the Heads of Departments not furnishing with their indents,

(*a*) Particulars of articles required,

(*b*) Quantities,

(*c*) Government Orders sanctioning the purchase.

The Committee was of the view that the following points should be observed hereafter to avoid delay now being caused :—

(1) In regard to indents for articles of normal requirements the Stores Purchase Committee Secretary should not ask for sanction of Government as Budget provision will be there, and such purchase would have been stabilised over a period of years.

(2) For new or extraordinary items, sanction of Government should be obtained before asking the Secretary, Stores Purchase Committee to proceed.

(3) All normal items should be listed and sanction of Government obtained once for all for their purchase within Budget sanction by the Heads of Departments.

(4) After quotations are received they are now being sent to the Heads of Departments and the Head of Department has to obtain sanction of Government in the Administrative Secretariat. Delays in this behalf have to be avoided. The Head of Department will, when he sends them to the Administrative Secretary, send a copy with the quotations simultaneously to the Secretary, Stores Purchase Committee. Within 15 days thereafter the Head of Department will fix up a meeting with the Administrative Secretary and the Secretary, Stores Purchase Committee when the matter will have to be settled finally.

(5) A calendar has to be drawn up for sending up indents to Stores Purchase Committee. This staggering is necessary as it is not possible to except the Stores Purchase Committee Office to deal with all the indents of all Departments, at the same time. It would also not be possible to have meetings and settle up matters, as at (4) above, all at the same time. It is also necessary to arrange for an equitable flow of work in the Stores Purchase Committee Office and the Secretariat. The Stores Purchase Committee will take two months usually from the date of receipt of indent, to settle matters in the case of all local purchases and three months for foreign purchases.

The meeting adjourned *sine die*.

WD 2105—GPB—200—4-10-50.

For consideration at a Meeting of Council

Tamil

CIRCULATION NOTE.

SUBJECT:- PROPOSALS FOR EXPEDITING DESPATCH OF GOVTNMENT BUSINESS.

Approval of Government was accorded on 10th February 1950 for the constitution of a Committee to go into the question of concrete proposals for expediting despatch of Government Business and to suggest means to improve it. Copies of the Committee's report have already been sent to the Hon'ble Ministers separately. Copies of the draft Government Order and its annexures sanctioning the recommendations of the Committee are sent herewith for approval or other orders.

The Hon'ble the Chief Minister has ordered that the concurrence of the Hon'ble Ministers may be obtained within 7 days. If no comments are received within a period of 7 days, it will be assumed that the Hon'ble Minister concurs.

T. N. Ramakrishnaiya
for Chief Secretary to Government

HPD

C. 595/50-51.

Council
~~CIRCULATION~~ NOTE.

Home Minister.

13.2.51.

SUBJECT:- PROPOSALS FOR EXPEDITING DESPATCH OF GOVERNMENT BUSINESS

Approval of Government was accorded on 10th February 1950 for the constitution of a Committee to go into the question of concrete proposals for expediting despatch of Government Business and to suggest means to improve it. Copies of the Committee's report have already been sent to the Hon'ble Ministers separately. Copies of the draft Government Order and its annexures sanctioning the recommendations of the Committee are sent herewith for approval or other orders.

The Hon'ble the Chief Minister has ordered that the concurrence of the Hon'ble Ministers may be obtained within 7 days. If no comments are received within a period of 7 days, it will be assumed that the Hon'ble Minister concurs.

15950

For Chief Secretary to Government

C.P. 21/2/51

2) After a careful examn. of the various proposals made by the Committee the decisions of Govt. on the recommendations of the Committee are recorded against each item as shown in Annexure I and the recommendations made as in Annexure II has been approved.

Government have carefully gone through the various proposals made by the Committee and are pleased to order as noted against each item shown in Annexure I and II enclosed to this Order.

The Report of the Committee together with the Proceedings of its meetings held on 7th and 8th April 1950 and 1st of August 1950 pertaining to procedural matters and suggesting certain modified procedures, with a view to expediting despatch of Government work, in departments like the Public Works Department and the Stores Purchase Committee are also enclosed as Appendix to this Order.

CHIEF SECRETARY TO GOVERNMENT

The Secretaries to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.
PRESS TABLE.

Government. I shall carefully pore through the various proposals made by the Committee and are pleased to order as noted against each item shown in Annexure I and II enclosed to this order.

The Report of the Committee together with the Proceedings of its meetings held on 7th and 8th April 1950 and 1st of August 1950 pertaining to procedural matters and suggesting certain modified procedures, with a view to expediting despatch of Government work, in departments like the Public Works Department and the Stores Purchase Committee are also enclosed as Appendix to this Order.

CHIEF SECRETARY TO GOVERNMENT

The Secretaries to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.
PLEASE TAKE.

CIRCULATION NOTE

SUBJECT:- PROPOSALS FOR EXPEDITING DESPATCH OF GOVERNMENT BUSINESS

Approval of Government was accorded on 10th February 1950 for the constitution of a Committee to go into the question of concrete proposals for expediting despatch of Government Business and to suggest means to improve it. Copies of the Committee's report have already been sent to the Hon'ble Ministers separately. Copies of the draft Government Order and its annexures sanctioning the recommendations of the Committee are sent herewith for approval or other orders.

The Hon'ble the Chief Minister has ordered that the concurrence of the Hon'ble Ministers may be obtained within 7 days. If no comments are received within a period of 7 days, it will be assumed that the Hon'ble Minister concurs.

for T. Sri. Ramakrishnaiya
Chief Secretary to Government
(i/c.)
HPR

G. R. S. App. F. G. 3.]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

Circulation.

~~Committee~~ Note

Subject:- Proposals for expediting despatch of Govt. Business.

Approval of Govt. was accorded on 10-2-50 for the constitution of a ~~Draft~~ Committee to go into the Question ~~and~~ of concrete proposals for expediting despatch of Govt. Business & to suggest means to implement it. Copies of the Committee's ~~have~~ ~~sent up to Govt. a~~ report ~~on the matter and a copy of it has been~~ have already been sent to ~~each~~ of the Hon'ble Ministers separately ~~for perusal~~.

[redacted] the draft G.O. and its annexures [redacted] the recommendations [redacted] committee ~~is~~ are sent [redacted] for approval [redacted] other orders.

The Hon'ble Chief Minr. has ordered that the concurrence of the Hon'ble ministers in the matter may be obtained within 7 days. If ~~to give effect~~ no comments are received ~~to the recommendations of the~~ within a period of seven days, ~~Committee~~ it will be assumed that the Hon'ble Ministers concurs. ~~have no~~

WD 06072—GPB—25,000—21-6-49

A copy of the G.O. proposed to be issued together with its annexure is herewith enclosed for perusal, and remarks if any may kindly be intimated with in seven days.

11.2.57.

Chief Secy to Govt

9.2.57

9/2/57

9.2.57.

REVENUE

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Issue
9.8.57

No. Ch.S. 24449 Dt. 12.6.57

To

The Compiler

Mysore Gazette,

Blr.

Sir.

I am directed to invite your attention to this office letter No. Ch.S. 1669. forwarding an Errata making certain corrections in the G.O. No. C.S. 18629-18728/CB. Dt. 28th March 57 for publication in the next issue of Gazette & supply of 500 copies to the ch-secty, and to request that the Errata may be published immediately and 500 copies of it sent to this office

Yours faithfully

for chief secy.

PB—25,000—26-7-49

9.8.57